# Induction and Mentoring Resources from School Districts & Collaboratives

**Shared through annual induction and mentoring reports**

If your district, school or collaborative would also like to share resources that you use to support your mentoring and induction program, please send them to [EducatorDevelopment@doe.mass.edu](mailto:EducatorDevelopment@doe.mass.edu).

**Program Overview**

* Program description and forms ([Sandwich](http://www.doe.mass.edu/edeffectiveness/mentor/2017/sandwich.docx))
* Program description beyond the first year ([Milton](http://www.doe.mass.edu/edeffectiveness/mentor/2017/milton.docx))
* Program description for third year ([Blackstone Valley Regional Vocational Technical)](http://www.doe.mass.edu/edeffectiveness/mentor/2017/blackstone-valley-description.docx)

**Mentor Recruitment and Selection**

* Mentor recruitment flyer ([Waltham](http://www.doe.mass.edu/edeffectiveness/mentor/2017/waltham-flyer.docx))
* Job postings ([Berkshire Hills](http://www.doe.mass.edu/edeffectiveness/mentor/2016/berkshirehills-jobpostings.docx), [Boston](http://www.doe.mass.edu/edeffectiveness/mentor/2016/boston-jobpostings.docx))
* Mentor job descriptions ([Nauset](http://www.doe.mass.edu/edeffectiveness/mentor/2017/nauset.docx), [Norton](http://www.doe.mass.edu/edeffectiveness/mentor/2017/norton.docx))
* Mentor coordinator job description ([Northampton](http://www.doe.mass.edu/edeffectiveness/mentor/2017/northampton.docx))
* Mentor selection criteria ([Edward M. Kennedy Academy for Health Careers Charter School](http://www.doe.mass.edu/edeffectiveness/mentor/2016/kennedy-criteria.docx))
* Mentor job application ([South Coast Educational Collaborative](http://www.doe.mass.edu/edeffectiveness/mentor/2017/southcoast-collaborative-mentor.docx))
* Paraprofessional mentor application and contract ([South Coast Educational Collaborative](http://www.doe.mass.edu/edeffectiveness/mentor/2017/southcoast-collaborative-mentor-professional.docx))
* Mentor interview questions ([Edward M. Kennedy Academy for Health Careers Charter School](http://www.doe.mass.edu/edeffectiveness/mentor/2016/kennedy-interview.docx))

**Mentor Training**

* List of common needs of beginning teachers ([Carlisle](http://www.doe.mass.edu/edeffectiveness/mentor/2016/carlisle-beginnerneeds.docx))
* School counselor mentoring handbook ([Chelmsford](http://www.doe.mass.edu/edeffectiveness/mentor/2017/chelmsford.docx))
* Mentor and mentee obligations ([Minuteman Regional Vocational Technical](http://www.doe.mass.edu/edeffectiveness/mentor/2017/minuteman.docx))
* Mentor course syllabus ([Framingham](http://www.doe.mass.edu/edeffectiveness/mentor/2017/framingham.docx))
* Scenarios for mentor training ([Brookline](http://www.doe.mass.edu/edeffectiveness/mentor/2017/brookline.docx))
* Mentor training activities focused on [mentor responsibilities](http://www.doe.mass.edu/edeffectiveness/mentor/2016/chelmsford-responsibilities.docx), [mentor-mentee communication](http://www.doe.mass.edu/edeffectiveness/mentor/2016/chelmsford-communication.docx), and [classroom observations](http://www.doe.mass.edu/edeffectiveness/mentor/2016/chelmsford-observation.docx) (Chelmsford)

**Mentee training and differentiation**

* New teacher checklists, by school level ([Arlington](http://www.doe.mass.edu/edeffectiveness/mentor/2016/arlington-checklists.docx))
* Identifying mentee needs – general education and SPED ([Arlington](http://www.doe.mass.edu/edeffectiveness/mentor/2016/arlington-needs.docx))
* Mentee self-assessment of needs ([Global Learning Charter Public School](http://www.doe.mass.edu/edeffectiveness/mentor/2016/globallearning-survey.docx))
* Mentoring beyond the first year – Mentored Professional Learning Program ([Brookline](http://www.doe.mass.edu/edeffectiveness/mentor/2016/brookline-mpl.docx))

**Mentor/mentee activities**

**Resources for observations:**

* Structured observations for mentoring ([ACCEPT Collaborative](http://www.doe.mass.edu/edeffectiveness/mentor/2017/accept-collaborative.docx))
* Pre-observation forms ([Blackstone Valley Regional Vocational Technical](http://www.doe.mass.edu/edeffectiveness/mentor/2016/blackstone-preobservation.docx), [Wareham](http://www.doe.mass.edu/edeffectiveness/mentor/2017/wareham-forms.docx))
* Guidance on steps and attitudes for peer observations ([Newburyport](http://www.doe.mass.edu/edeffectiveness/mentor/2016/newburyport-observation.docx))
* Lesson observation forms ([Arlington](http://www.doe.mass.edu/edeffectiveness/mentor/2016/arlington-observation.docx), [Berkshire Hills](http://www.doe.mass.edu/edeffectiveness/mentor/2016/berkshirehills-observation.docx), [Mashpee](http://www.doe.mass.edu/edeffectiveness/mentor/2016/mashpee-observation.docx))
* Pre- and post-observation forms focused on classroom management (Walpole: [Form 1](http://www.doe.mass.edu/edeffectiveness/mentor/2017/walpole-from1.docx), [Form 2](http://www.doe.mass.edu/edeffectiveness/mentor/2017/walpole-from2.docx) and [Form 3](http://www.doe.mass.edu/edeffectiveness/mentor/2017/walpole-from3.docx))
* Observation form focused on student engagement & instructional practices ([Whittier Regional Vocational Technical](http://www.doe.mass.edu/edeffectiveness/mentor/2017/whittier.docx))
* Post-observation mentor feedback form ([Blackstone Valley Regional Vocational Technical](http://www.doe.mass.edu/edeffectiveness/mentor/2016/blackstone-postobservation.docx))
* Post-observation reflection questions ([Southbridge](http://www.doe.mass.edu/edeffectiveness/mentor/2016/southbridge-postobservation.docx))

**Resources for other activities:**

* Checklist of topics for mentor/mentee meetings ([Bellingham](http://www.doe.mass.edu/edeffectiveness/mentor/2016/bellingham-checklist.docx), [Ashburnham-Westminster](http://www.doe.mass.edu/edeffectiveness/mentor/2017/ashburnham-westminster.docx), [Lexington](http://www.doe.mass.edu/edeffectiveness/mentor/2017/lexington.docx)—*can also be used for program evaluation*)

For an approach to **tracking and analyzing types of mentor-mentee interactions**, see [DESE’s mentor log template](http://www.doe.mass.edu/edeffectiveness/mentor/2017/mentoring-log-template.xlsx).

* Monthly topics and resources ([Blackstone Valley Regional Vocational Technical](http://www.doe.mass.edu/edeffectiveness/mentor/2017/blackstone-valley-topics-resources.xlsx))
* Group mentoring activities ([Westport](http://www.doe.mass.edu/edeffectiveness/mentor/2016/westport-activities.docx))
* Collaborative assessment of mentee ([Oxford](http://www.doe.mass.edu/edeffectiveness/mentor/2016/oxford-assessmentlog.docx))
* Shared reading and reflection questions ([Boston Green Academy Horace Mann Charter School](http://www.doe.mass.edu/edeffectiveness/mentor/2016/boston-reading.docx))
* “Gut-level” teacher reflection form ([Boston Green Academy Horace Mann Charter School](http://www.doe.mass.edu/edeffectiveness/mentor/2016/boston-reflection.docx))
* Guided new teacher reflection form, for different stages of the school year ([Douglas](http://www.doe.mass.edu/edeffectiveness/mentor/2016/douglas-reflection.docx))
* Mentee final reflective assignment and presentation ([Bedford](http://www.doe.mass.edu/edeffectiveness/mentor/2016/bedford-assignment.docx))

**Program assessment and improvement**

* Mentor survey ([Lunenburg)](http://www.doe.mass.edu/edeffectiveness/mentor/2017/lunenburg.docx)
* Mentee survey ([Revere](http://www.doe.mass.edu/edeffectiveness/mentor/2016/revere-survey.docx))
* Monthly mentee and mentor reflection surveys ([Assabet Valley Regional Vocational Technical](http://www.doe.mass.edu/edeffectiveness/mentor/2017/assabet-valley.docx))
* Mentee portfolio rubric ([Fitchburg](http://www.doe.mass.edu/edeffectiveness/mentor/2017/firthburg.docx))
* Reflection paper assignment ([Valley Collaborative](http://www.doe.mass.edu/edeffectiveness/mentor/2017/valley-collaborative.docx))
* End-of-year program assessment ([Oxford](http://www.doe.mass.edu/edeffectiveness/mentor/2016/oxford-exitsurvey.docx))