

Mentorship Application

Professional Learning Mentorships will have access two (2) release days, these can be used by either the mentor or mentee. Additional days may be requested for approval via the Mentorship Committee. This release is to provide mentorship opportunities selected by teachers new to the profession or position. All applications must be received prior to May 31st, of any given year, to be considered for approval. *Please wait for approval prior to using release time as funds are limited.* Applicants will be notified if approved. Submit application by fax to 250-756-0188, by email to info@nanaimoteachers.ca, by SD#68 Courier or by mail to "NDTA Office" 3137 Barons Road, Nanaimo BC V9T 5W4. Please give at least 2 weeks' notice when submitting the application for processing and approval.

NOTE: All TTOC time must be used by May 31st of each year. The NDTA must be informed of release dates before they are taken.

MENTORSHIP PARTICIPANT INFORMATION

#1	Mentee		School	
	Phone		Email (not SD68)	
#2	Mentor		School	
	Phone		Email (not SD68)	

Mentee Goal: What are you wanting to focus on? (see back of application form for examples)

Action Plan: How are you planning to work together?

Name: _____		Name: _____	
Date	TTOC Time (0.5 (AM or PM), 1.0)	Date	TTOC Time (0.5 (AM or PM), 1.0)

NDTA Office Use Only

Committee/Officer Authorization: _____

Date Received

Date Approved _____

Date Entered

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INFORMATION ABOUT POLICIES & PROCEDURES teacher evaluation system paperwork/deadline expectations of principal communicating with parents district policies and procedures	ACCESSING RESOURCES organizing/setting up classroom accessing materials & resources arranging field trips ordering materials/using library resources working with support services
WORKING WITH STUDENTS/WELLNESS establishing class routines motivating reluctant learners maintaining student discipline adapting/modifying for individual learners implementing curriculum evaluating student progress student health and wellness personal health and wellness	MANAGING TIME organizing my day/week lesson planning following daily/weekly schedule attending meetings supervising extra-curricular activities pro-d opportunities maintaining personal/professional balance

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