
NDTA Mentorship Policy

Ratified by membership May 19, 2026

ELIGIBILITY and PROCESSES:

Application Status:

- Applications open on 1st Monday of October
 - First start date of mentorship available to book in November onwards
 - Dates can be spread throughout the year
- Applications approved first-come, first-served until pre-determined budget is reached
- Application intake may be paused until mid-year review for funding

Mentee Eligibility

- New to Profession: within 8 years
 - Can request up to 2 full days or 4 half days
- Other Eligibility
 - Approved on a case-by-case basis, depending on budget

Mentor Eligibility

- Considers themselves experienced in a particular subject area/skill/practice
 - Rubric included below for criteria
 - Can request 1 full day or 2 half days
 - If mentors are out of release days, they can still host mentees in their learning/teaching space

Release Time

- Indicate who needs to book the release time
 - Dates must be included on the application in order to be processed
 - 3 weeks' notice to be given for entire approval process because:
 - Approvals done in Atrieve through NDTA Professional Issues Officer, School Administrator, then HR
 - Manually approved
 - Time for processing and for TTOC callout
 - **Do not** book in Atrieve until application has been approved
 - Date changes must be communicated prior, otherwise leave may be denied
 - Days taken as 0.5 or 1.0
 - Days must be used before May 31st
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Activity Choices to Request on Application:

- Collaboration with Mentor/Mentee (2 people released): half day / full day
- Observation of Mentor/Mentee (1 person released): half day / full day
 - TTOCs eligible for this option

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
