Gentry School District Pre-Service Teacher Mentor Pool Selection Process Proposal

Requirements for Application

1. Lead Teacher designation on license
2. Minimum of five years of experience
3. Excellent attendance record (define by days for the rubric)
4. Excellent teacher leadership experience (define in the rubric)
5. No disciplinary action taken
6. Excellent rating for TESS C.
7. Principal recommendations rating of 4 or 5.

Selection Process

1. Letter of interest discussing why mentoring pre-service teachers is important to the applicant.
2. Essay-BEI prompt
3. Teacher leadership portfolio w/evidence and explanation
4. BEI interview with formal presentation by the applicant demonstrating how they envision working with pre-service teachers and ensuring their successful transition to a full time teaching position in GENTRY School District. (a.k.a. The pitch)

Hiring Panel

The District Opportunity Culture Leadership Team will serve as the interview and hiring panel for this process.

The District Panel will select those who are eligible to be in the pool of mentors.

Only those in the pool may be selected to mentor pre-service teachers.

Principals will select pre-service mentor teachers for their buildings from the district pool.

In the event that a relative of the principal is part of the pool, the Superintendent or her designee will select the mentor teachers from the pool for that building.

Hiring Timeline

1. Open applications on March 13.
2. Application folders will close on May 1.
3. Screening of applications-Week of May 2 through May 12
4. BEI Interviews-June 1-16
5. Pool selection prior to June board meeting
6. Teacher notification no later than June 23

To Be Done Prior to Opening Applications

1. Approval from Ms. DePaola ✅
2. Principals' input on process ✅
3. Communicate program to Board and stakeholders
4. Communicate requirements and process to stakeholders
5. Promote and communicate application opening and process
6. Create rubrics and select prompts for application materials.