

## **Responsibilities of a Protégé**

Welcome to Winchester Public Schools! We can't wait to help you have a successful first year in Winchester. So many questions need to be answered - Where do I park? Where do I make photocopies? If I have to call in sick, who do I call? How can I be a better teacher? How can I improve my classroom management? How do I know if students are learning? What assessments are most effective?

As a protégé, you will be assigned a mentor (1) with a minimum of three years successful teaching in the Winchester Schools; (2) who is committed to mentoring a new educator; (3) who is committed to attending all monthly meetings; (4) who will meet with you regularly; and (5) who is willing to support you as needed.

### **Requirements:**

▶ Protégés are expected to meet with their mentor for a minimum of sixty minutes per month.

▶ All meetings should be noted and signed monthly on the Mentor-Protégé Log forms provided and submitted to the Mentor Coordinator(s). The September - December log is due by January 4th and the January - May log is due by June 6th.

▶ Protégés are encouraged to participate in peer observations. The mentor and principal will work together to ensure coverage for a minimum of 30 minutes. A minimum of two peer observations must occur during each time frame: September – December and January – June.

▶ Protégés are required to attend every monthly meeting. If you miss a monthly meeting, please notify the Mentor Coordinator(s). The time must be made up and documented on the log.

▶ Protégés may also earn 1 in-service credit by keeping a detailed confidential reflection journal due at the May meeting. The journal will be only reviewed by the mentor coordinator and then promptly returned to the protégé.