**2025-2026 South Dakota Mentoring Program**

# Annual District-Run Application

|  |  |
| --- | --- |
| District |  |
| District Superintendent |  |
| E-mail & Phone Number |  |
| Business Manager |  |
| E-mail & Phone Number |  |
| Mentoring Program Contact |  |
| E-mail & Phone Number |  |

***The following requirements must be met for a district to participate in***

***the State Mentoring Program and receive funding.***

**District Mentors must complete 49 hours including:**

* Meet eligibility guidelines per **SDAR 24:41:01:01**
* Have at least five years of teaching experience, one of which is within the last seven years in a school or other education related field;
* Can document experience within the past seven years in an educational field relative to the Five Core Propositions of the National Board Professional Teaching Standards
* Hold a valid or expired South Dakota Teaching Certificate
* Work with the same teacher for a period of two years
* Attend a district-run mentor teacher workshop – ***(this is in addition to the total 35 mentoring hours)***
* Attend a district-run kickoff with new teacher – ***(this is in addition to the total 35 mentoring hours)***
* Provide a minimum of 35 hours of mentoring – ***(based on mentor guidelines to include South Dakota Framework for Teaching – the mentor observing the new teacher would not count towards the total 35 mentoring hours)***
* Attend Summer Academy (6 hours) – ***(this is in addition to the total 35 mentoring hours)***
* Maintain Mentor Log

**District New Teachers must complete 45 hours including:**

* Meet eligibility guidelines per **SDAR 24:41:01:01**
* Be a first- or second-year teacher employed by a South Dakota Public School District (or started teaching no sooner than January of 2025)
* Hold a valid South Dakota Teaching Certificate
* Attend a district-run kickoff with mentor – ***(this is in addition to the total 35 mentoring hours)***
* Participate in at least 35 hours of mentoring
* Attend Summer Academy (6 hours) – ***(this is in addition to the total 35 mentoring hours)***

**The District must:**

* Assign a point of contact for the mentoring program
* **SUBMIT, WITH THIS APPLICATION, A DESCRIPTION OF THE DISTRICT MENTORING PROGRAM DOCUMENTING HOW THEIR MENTORS/NEW TEACHERS WILL MEET THE STATE REQUIREMENTS AND HOURS BY AUGUST 1, 2025.**

*A total of 49 hours for mentors and 45 hours for new teachers (both include the 6-hour Summer Academy)*

* Ensure the mentors are meeting the program requirements including collecting mentor logs
* E-mail SDMentoring@state.sd.us list of mentor and teacher assignments **using the provided excel template by September 2nd, 2025.** Mentors and new teachers must have received their South Dakota Teaching Certificate by September 2nd, 2025. ***(Please Note: The provided template must be used.)***
* Approve invoice for mentor’s payment to the State after the Summer Mentoring Academy and pay mentors. Mentors will receive $1,000.00 per new teacher if all program requirements are met.
* Provide the State mid-year progress report by **January 30th, 2026,** and end-of-year report on the mentoring program by **May 1st, 2026. The reports must include the attached coversheet along with copies of all mentor logs.**

**Description of The District-Run Mentoring Program**

Please respond to these questions below:

|  |
| --- |
| 1. **Provide a detailed overview of the schedule for the year including the hours for both the mentors and new teachers.** |
| 1. **What topics and/or 2013 Charlotte Danielson Components will be covered during the District-Run Mentor Teacher Workshop?** |
| 1. **What topics and/or 2013 Charlotte Danielson Components will be covered during the District-Run Kickoff?** |
| 1. **How will you ensure participants are meeting their required hours?** |
| 1. **Will your district utilize any supplemental materials? Additional books, etc.?** |
| 1. **How will you track attendance for all in-person events/meetings?** |

**2025-2026 Mentoring Program Changes**

* The State will provide funds to districts for mentor stipends of $1,000 per new teacher.
* The State will not provide funds to districts for travel reimbursement for mentors and new teachers.
* The Mentoring Summer Academy will be a one-day 6-hour event.
* Mentoring hours will increase from 32 to 35 hours.

***I, the undersigned, have read, understand, and agree to meet the district responsibilities and ensure the mentors are meeting the eligibility and program requirements for the SD Mentor Program. Failure to do so will result in the forfeiture of compensation for the mentoring program. I understand the mentor and teacher assignments must be submitted by September 2nd, 2025.***

|  |  |
| --- | --- |
| Superintendent |  |
|  | Signature & Date |
| Business Manager |  |
|  | Signature & Date |
| Mentor Program Contact |  |
|  | Signature & Date |

**This application must be emailed to SDMentoring@state.sd.us by August 1st, 2025**

**District-Run Cover Sheet**

*Provide the State mid-year progress report by* ***January 30th, 2026,*** *and end-of-year report on the mentoring program by* ***May 1st, 2026. The reports must include this coversheet along with copies of all mentor logs.***

**Cover Sheet for January 30th**

|  |
| --- |
| **1. Are your new teachers and mentors completing their hours? If not, what plans do you have in place to ensure their completion of program requirements?** |
| **2. Was the District-Run Mentor Teacher Workshop successful? What will you continue to implement within next year’s workshop? What improvements will you make?** |
| **3. Was the District-Run Kickoff successful? What will you continue to implement within next year’s kickoff? What improvements will you make?** |
| **4. How are you measuring your District-Run Program’s impact on developing and retaining teachers?** |

***Please attach all copies of mentor logs.***

**District-Run Cover Sheet**

*Provide the State mid-year progress report by* ***January 30th, 2026,*** *and end-of-year report on the mentoring program by* ***May 1st, 2026. The reports must include this coversheet along with copies of all mentor logs.***

**Cover Sheet for May 1st**

|  |
| --- |
| **1. Did your new teachers and mentors completing their hours? If not, what will you change for next year?** |
| **2. Was the program year successful? What will you continue to implement within next year’s program? What improvements will you make?** |
| **3. How did you measure your District-Run Program’s impact on developing and retaining teachers? How many of your district’s new teachers are staying in your district?** |
| **4. What can we do to assist in your district-run program’s success?** |

***Please attach all copies of mentor logs.***