**South Dakota Mentor Program**

# Annual District-Owned Application

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| 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 (at least five years of teaching experience, one of which is within the last seven years in a school or other education related field; hold a valid or expired teaching certificate)
* Work with the same teacher for a period of two years
* Provide a mentor teacher workshop – ***(this is in addition to the total 32 mentoring hours)***
* Attend a district-run kickoff – ***(this is in addition to the total 32 mentoring hours)***
* Provide a minimum of 32 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 32 mentoring hours)***
* Attend Summer Academy in Sioux Falls or Rapid City (9 hours)
* Maintain mentor log

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

* Attend a district-run kickoff with mentor – ***(this is in addition to the total 32 mentoring hours)***
* Participate in at least 32 hours of mentoring
* Attend Summer Academy in Sioux Falls or Rapid City (9 hours)

**The District must:**

* Assign a point of contact for the mentoring program
* **SUBMIT, WITH THIS APPLICATION, A DESCRIPTION OF THE DISTRICT MENTOR PROGRAM DOCUMENTING HOW THEIR MENTORS/NEW TEACHERS WILL MEET THE STATE REQUIREMENT AND HOURS BY JULY 1st, 2024.**

*A total of 49 hours for mentors and 45 hours for new teachers (both include the 9-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 30th, 2024.** ***(Please Note: The provided template must be used.)***
* Submit invoice for mentor’s payment to the State after the Summer Mentoring Academy and pay mentors.
* Provide the State mid-year progress report by **January 30th, 2025,** and end-of-year report on the mentoring program by **May 1st, 2025. The reports must include the attached coversheet along with copies of all mentor logs.**

**I, the undersigned, have read and understand and agree to meet the district responsibilities and ensure the mentors are meeting their requirements for SD Mentor Program. Failure to do so will result in the forfeiture of compensation for the mentoring program. The mentor and teacher assignments are also submitted with the application.**

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

This signed sheet may be returned by mail to: SD DOE, Attn: Kelly Royer, Division of Learning & Instruction, 800 Governor’s Drive, SD 57501, scanned and emailed to SDMentoring@state.sd.us

**Description of The District Mentor Program**

In your description, include the following:

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| 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 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?** |

**District-Run Cover Sheet**

*Provide the State mid-year progress report by* ***January 30th, 2025,*** *and end-of-year report on the mentoring program by* ***May 1st, 2025. The reports must include this coversheet along with copies of all mentor logs.***

**Cover Sheet for January 30th**

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| **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 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, 2025,*** *and end-of-year report on the mentoring program by* ***May 1st, 2025. The reports must include this coversheet along with copies of all mentor logs.***

**Cover Sheet for May 1st**

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| --- |
| **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-wide program’s success?** |

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