

# New Sample BOCES Policy

File: GCHA/GCHB

*NOTE: If the BOCES operates an induction program for teachers, special services professionals, principals and/or administrators, the BOCES is required by law to adopt a policy on this subject and the law contains some specific direction as to the content or language. This sample contains the content/language that CASB believes best meets the intent of the law. However, the BOCES should consult with its own legal counsel to determine appropriate language that meets local circumstances and needs.*

## **Mentor Teachers/Administrators**

The \_\_\_[ *appropriate administrator* ]\_\_\_ shall develop guidelines for selecting mentors to work with initial licensees in the BOCES's induction program. Educators selected as mentors should be those who model outstanding skills and school leadership as teachers, principals or administrators, as appropriate, and who have demonstrated exemplary skills under the BOCES's or applicable district's performance standards.

The BOCES will encourage effective, experienced educators to take advantage of the mentoring program as a staff development opportunity. Those who are selected as mentors should work well with adults, be sensitive to the viewpoint of others, and demonstrate interpersonal and public relations skills.

To the extent possible, the guidelines for the assignment of mentors shall provide that the mentor is closely matched to the inductee in terms of academic preparation and assignment and be located, when possible, in close proximity to the inductee.

The mentor shall be responsible for long-term orientation of the mentee as the individual prepares for professional licensure. The mentor shall maintain a log of contact time and activities completed by the mentor and mentee as part of the induction plan.

Mentors shall be compensated for their assistance in accordance with applicable BOCES or district policy.

## **Principals/administrators**

Mentors for principals and other administrators may be selected from a variety of sources including BOCES or school district personnel and retired administrators.

Mentors selected for principals and administrators with initial licenses shall be:

- Experienced administrators or principals.
- Perceived by colleagues as effective.
- Selected to match the experience of the inductee.

Mentors must:

- Have demonstrated effective communication skills including problem solving and written communication.
- Have demonstrated skills in questioning and giving feedback.
- Be committed to ongoing professional growth.

(Adoption date)

LEGAL REFS.: C.R.S. 22-60.5-102 (12), (13), (14), (15) (*mentor definitions*)  
1 CCR 301-37, Rules 2260.5-R-13.00 and 2260.5-R-14.00 (*approved  
induction programs – criteria and review*)

CROSS REF.: GCHC\*, Professional Staff Induction Program

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