



*"Great things come from small beginnings!"*

### **Administrator Roles and Responsibilities**

- Attend an "Induction and Mentoring" training for administrators
- Understand roles and responsibilities of mentors and protégés
- Respect the confidentiality of the protégé and mentor teams
- Support protégés and mentors by attending monthly protégé and mentor trainings
- Support both the mentor and protégé in formative observations / shared observations by facilitating classroom coverage, scheduling, etc. within the district
- Encourage utilization of QPS resources (e.g. Literacy leaders, HELP Team, counselors, social workers)
- Attend Summer "New Hire Induction Training" opening and closing activities
- Promote ongoing collaboration and dialogue between protégé and mentor teams
- Ensure representation of administrators on the Teacher Mentor Team from all building levels
- Support mentors and protégés by attending one-to-two celebratory events throughout the year
- Encourage both mentors and protégés to attend their respective monthly trainings
- Promote participation in 2<sup>nd</sup> year QPS Mentoring and Induction Project to facilitate the move from Initial to Standard Certification