

Mentor Teacher Invitation

Aloha Prospective Mentor Teacher!

Thank you for expressing an interest in mentoring. Your commitment to the education of the next generation of teachers is a gracious gift, and is essential to the development of our profession. The Elementary Education Program (EEP), Institute for Teacher Education (ITE), invites you to work with our teacher education students (teacher candidates) during their field experience (OP— observation/participation) and student teaching semesters.

During field experience (OP), teacher candidates work with mentor teachers in classrooms two days per week for a combination of observation and teaching. During student teaching, teacher candidates work with their mentor teachers all day, every day for one entire semester. A UHM faculty member field supervisor(s) visits the teacher candidates in the classroom on a regular basis to provide support and feedback on students' progress. The UHM faculty member is there to talk with mentor teachers, answer questions, and address any concerns that arise. UHM faculty members, school mentor teachers, and teacher candidates share in the assessment of candidates' performance. UHM faculty members are responsible for assigning grades.

All Mentor Teachers receive certificates of service. Certificates may be used as evidence of mentoring service toward license renewal with HTSB. As of Fall 2009, each partner *school* working with COE teacher candidates receives payment for services based on the total number of teacher candidates placed at the school (\$50 for each OP student/semester, \$200 for each student teacher/semester). Each partner school has the autonomy to decide how partnership payments are used (i.e., professional development, supplies and materials, support to mentor teachers, etc.). Individual mentor teachers no longer need to be employed as casual hires of the university and submit tax forms.

If you are interested in working with the EEP, [please review the qualifications](#) and complete and return the attached Mentor Teacher Invitation Form to the university cohort coordinator or field supervisor working with your school. If you have any further questions about mentoring, please contact:

Donna Grace, EECE Director

808-956-7877

dgrace@hawaii.edu

Aaron Levine, ITE Partnership and Placement Coordinator

808-956-0726

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We look forward to working with you.

Mahalo nui loa!

U N I V E R S I T Y O F H A W A I ' I A T M A N O A

College of Education
Institute for Teacher Education
Elementary and Early Childhood Education

MENTOR TEACHER INVITATION FORM

Please complete and return to the university cohort coordinator or field supervisor working with your school.

Name: _____
 FIRST MIDDLE INITIAL LAST

School: _____

Home or Cell Phone: _____ School Phone: _____

E-Mail: (k12.hi.us) _____

What grade level(s) do you teach? _____ Current Room Number _____

Semester(s) you desire to mentor?

Fall 20____ Spring 20____ Fall 20____ Spring 20____

Please check as appropriate (this information is used for reporting statistical data for accreditation purposes):

Female____ Male____

Bachelors____ Masters____ Other____

HTSB License:____ Other License:____

of Years of Elementary Teaching Experience____ # of Years of SPED Teaching Experience____

Other Comments:

Please sign and have your principal sign to indicate approval. Mahalo nui loa!

Teacher's signature: _____ Date: _____

Principal's signature: _____ Date: _____