



2021-2022 New Teacher Support Terms of Agreement/Onsite Mentor Form (updated)

Form due via email to intern@reachinst.org by September 1st, 2021
Please make a copy and type your responses into the form

Intern Candidate Name: _____

Employing Agency (school name): _____

Purpose of Agreement & Employing Agency Responsibilities:

Per CTC requirements, the employing agency (school site, district or LEA), is required to identify an onsite mentor who provides support and supervision to the intern candidate. The onsite mentor can be a full-time classroom teacher, but does not have to be. The onsite mentor must have the following requirements:

1. Clear California Teaching Credential
2. Minimum of three years of experience in teaching
3. EL authorization or CLAD/BCLAD to teach English learners
4. A credential that is in the same subject/content area as that of the intern candidate*
5. Complete 10 hours of initial orientation. Eight of these hours must include formal training in coaching adult learners. If an onsite mentor completed this training in the past, it may count as long as the mentor provides documentation to intern@reachinst.org. The onsite mentor must submit documentation or complete the Reach-provided online training in coaching adult learners by November 30th.

Onsite Mentor Responsibilities (these are further detailed in the MOU):

- Provide intern teacher with a minimum of 5 hours *per week* of guidance, support, and supervision, totaling at least 165 hours per year. Coaching activities include but are not limited to: observation, feedback, co-planning, co-teaching, modeling, engaging in professional development and debriefing, etc.
 - Unless the intern holds a CLAD, EL Authorization, or has passed all sections of the CTEL Exam, 45 of these hours must be focused on meeting the needs of English learners
- Communicate with Reach faculty and staff about the candidate's progress, and respond to communications initiated by Reach staff
- Support the intern in documenting supervision hours at least monthly

Next steps for the mentor will be disseminated by Reach within the first 30 days of the academic school year.



Onsite Mentor Information

Mentor Name: _____

Mentor Email Address: _____

Mentor Telephone: _____

Mentor Credential Area: _____

Mentor Credential Document Number: _____

Number of Years of Teaching Experience: _____

Has the Mentor completed at least eight hours of formal training in coaching adult learners

(yes/no)? _____. If yes, please state with whom and when the training took place: _____

Link evidence of successful completion of the training here: []

Outside Subject-Specific Mentor Support

If an employing agency does not have a staff member who meets the requirements for onsite mentorship, the employer must identify another teacher within the district, CMO, or school network who can provide subject-specific support to the candidate. Information about this additional mentor must be provided below:

Subject-Specific Mentor Name: _____

Mentor Credential Document Number: _____ Mentor Credential Subject Area: _____

Number of Years of Teaching Experience: _____

How can the candidate contact the subject-specific mentor for support? _____

e-Signatures

By electronically signing below, the employing agency representative and onsite mentor affirm that _____ (intern name) will receive supervision support from the onsite mentor listed. Signatories also affirm that the mentor meets the aforementioned requirements and is aware of their responsibilities.

Administrator or Authorized Representative: _____ Date: _____

Administrator or Authorized Representative's Role: _____

On-Site Mentor: _____ Date: _____

Intern Participant: _____ Date: _____