

**Professional Standards Board (Licensure, Certification and Professional Development)**

**1503 Educator Mentoring**

**1.0 Content**

This regulation shall apply to comprehensive induction programs, including mentoring and professional development activities required of educators, pursuant to 14 **Del.C.** Ch. 12.

**14 DE Reg. 30 (07/01/10)**

**17 DE Reg. 726 (01/01/14)**

**2.0 Definitions**

The following words and terms, when used in this regulation, shall have the following meaning unless the context clearly indicates otherwise:

**"Approved Comprehensive Induction Program"** means all educator induction programs, including mentoring and professional development, approved by either the Department or the Standards Board to provide mentoring and professional development for educators.

**"Contact Hours"** means the face-to-face time a Mentor or Lead Mentor spends with his/her mentee working specifically on mentoring activities.

**"Department"** means the Delaware Department of Education.

**"DPAS"** means an approved State educator performance evaluation system pursuant to 14 **Del.C.** Ch. 12, Subchapter VII.

**"Educator"** means a person licensed and certified by the State under 14 **Del.C.** Ch. 12, to engage in the practice of instruction, administration or other related professional support services in Delaware public schools, including charter schools, pursuant to rules and regulations promulgated by the Standards Board and approved by the State Board. For the purposes of this regulation, "the term educator" shall also include substitute teachers who are employed on long-term temporary contracts of ninety-one (91) days or longer in duration, with the intent or agreement to use the teaching experience to meet the alternative to the student teaching experience in the Initial License under 14 **Del.C.** §1210. This definition shall be construed to provide mentoring to long term substitute teachers who are currently working towards their Initial License.

**"Employing Authority"** means any entity which employs educators, and includes, but is not limited to, school districts, charter schools, boards of directors, or management companies.

**"Experienced Educator"** is an educator who holds a Continuing or Advanced License.

**"Lead Mentor"** means a teacher, specialist, or administrator who holds a Continuing or Advanced License, has participated in the training approved by the Department for Lead Mentors is employed by an employing authority as a Lead Mentor and performs the duties and responsibilities assigned that position. Educators serving as Lead Mentors must be rated as Highly Effective or Effective in DPAS evaluations, and may not be on a DPAS improvement plan.

**"License"** means a credential which authorizes the holder to engage in the practice for which the license is issued.

**"Mentor"** means an educator who holds a Continuing or Advanced License and has participated in the training for Mentors specified by the Department and the employing authority. Educators serving as Mentors must be rated as Highly Effective or Effective in DPAS evaluations, and may not be on a DPAS Improvement Plan.

**"Mentoring"** means activities, training and service in mentoring support or assistance provided through a formally organized approved comprehensive induction program or such supplemental mentoring programs as required by regulation or by the educator's employing authority. Mentoring includes, but is not limited to the mentoring that occurs in the comprehensive induction programs required for educators during their three (3) year Initial Licensure period, a Continuing Licensure period, or any other mentoring program as required by law.

**"New to a Category"** means that an educator has moved from the position of a teacher to the position of either a specialist or an administrator; has moved from the position of an administrator to the position of a teacher or a specialist; or has moved from the position of a specialist to the position of a teacher, an administrator or to a different type of certificated specialist position. Examples include but are not limited to a teacher changing

## TITLE 14 EDUCATION

### DELAWARE ADMINISTRATIVE CODE

positions to a school nurse, or a teacher changing positions to a principal or assistant principal, or a school nurse changing positions to a school counselor, or a teacher changing positions to a school counselor.

“**New Educator**” means an educator who holds an Initial License.

“**Site Coordinator**” means an individual appointed by an employing authority to oversee a comprehensive induction program.

“**Specialist**” is an educator other than a teacher or administrator and includes, but is not limited to School Counselors, Library Media Specialists, School Psychologists and School Nurses.

“**Standards Board**” means the Professional Standards Board established pursuant to 14 **Del.C.** §1201.

“**State Board**” means the State Board of Education of the State pursuant to 14 **Del.C.** §104.

**14 DE Reg. 30 (07/01/10)**

**17 DE Reg. 726 (01/01/14)**

### 3.0 Comprehensive Educator Induction Programs

- 3.1 The Department shall develop and approve comprehensive educator induction programs for the following;
  - 3.1.1 The teachers’ program shall be aligned with Delaware Teaching Standards (INTASC), Danielson's (2007) "A Framework for Teaching" and shall include training and support of the components of DPAS, including descriptive, non-evaluative feedback.
  - 3.1.2 The specialists’ program shall be aligned with applicable national specialist standards, Danielson's (2007) "A Framework for Teaching" and shall include training and support of the components of DPAS, including descriptive, non-evaluative feedback.
  - 3.1.3 The administrators’ program shall be based on 14 **DE Admin. Code** 1590 Delaware Administrator Standards, aligned with Danielson's (2007) "A Framework for Teaching" and shall include training and support of the components of DPAS, including descriptive, non-evaluative feedback.
- 3.2 An employing authority may develop and then implement a distinct comprehensive induction program as specified in Sections 4, 5 or 6;
  - 3.2.1 Each comprehensive induction program shall meet the requirements in the distinct mentoring programs as listed in Sections 4, 5 or 6.
  - 3.2.2 The employing authority shall submit each distinct comprehensive induction program plan to the Department for review and consideration of approval according to the application procedure and timelines set by the Department.
- 3.3 Failure by an educator to successfully complete the requirements of the applicable comprehensive induction program shall result in the denial of the Continuing License or suspension of the license as provided in 14 **DE Admin. Code** 1511 Issuance and Renewal of Continuing License.
- 3.4 The Department shall also develop the following programs:
  - 3.4.1 A training program for Lead Mentors, and
  - 3.4.2 A training program for Administrator Lead Mentors

**14 DE Reg. 30 (07/01/10)**

**17 DE Reg. 726 (01/01/14)**

### 4.0 New Educator Mentoring

- 4.1 In accordance with 14 **Del.C.** §1210(c), educators who hold an Initial License shall participate in comprehensive induction program activities approved by the Department. Each new educator shall at a minimum be assigned a Mentor for his or her first year on an active Initial License.
  - 4.1.1 The Mentor shall assist the new educator in becoming acclimated to the role, the school or other setting, and the Delaware content standards, the Delaware Professional Teaching Standards, applicable national specialist standards, or the Delaware Administrator Standards.
  - 4.1.2 The new educator shall meet with his or her Mentor for at least thirty (30) documented hours, which may include a combination of in school and after school time, during the first year of employment.
  - 4.1.3 The assignment of a Mentor beyond the first year of employment in Delaware is at the discretion of the employing authority, based upon a review of the educator’s performance.
  - 4.1.4 The employing authority shall provide continuing support to the new educator during the second and third year of their Initial License.

- 4.2 The new educator shall;
- 4.2.1 Attend such activities as are planned by the Department or employing authority during the three (3) year term of the Initial License, as part of the specified program and offered by individual employing authorities, and
- 4.2.2 Complete the requirements of the applicable program, which shall consist of no more than sixty (60) hours in the first year, inclusive of meetings between the Mentor and the new educator, and no more than thirty (30) hours in the second and third years.

**14 DE Reg. 30 (07/01/10)**

**17 DE Reg. 726 (01/01/14)**

#### **5.0 Experienced Educators New to the State of Delaware**

Experienced educators new to the State of Delaware who hold a Continuing or Advanced License shall, within the first year of employment, participate in, and successfully complete, an approved comprehensive induction program consisting of at least thirty (30) documented hours targeted to the educator's needs, which focuses on current best practices in curriculum, instruction and assessment aligned to state or national standards.

**14 DE Reg. 30 (07/01/10)**

**17 DE Reg. 726 (01/01/14)**

#### **6.0 Experienced Educators New to a Category**

- 6.1 Experienced educators who are new to a category shall within the first year of employment be assigned a Mentor, and participate in and complete an approved comprehensive induction program consisting of at least thirty (30) documented hours addressing educator's specific needs, which focuses on current best practices in curriculum, instruction, assessment or a specialist's or an administrator's position within the district or charter school and is aligned to State and national standards.

- 6.1.1 The assignment of a Mentor beyond the first year of employment is at the discretion of the employing authority, based upon a review of the teacher's, specialist's or administrator's performance.

**14 DE Reg. 30 (07/01/10)**

**17 DE Reg. 726 (01/01/14)**

#### **7.0 Duties and Responsibilities of Mentors**

- 7.1 Lead Mentors shall:
- 7.1.1 Complete the annual approval process as defined by the Department.
- 7.1.2 Work a minimum of forty-five (45) documented hours per school year on Department specified or Department-approved Lead Mentor activities. Lead Mentor activities may include, but are not limited to, a combination of in school and after school time per year in the program in a leadership position, planning mentor training, providing mentor training to aspiring Mentors, assisting Mentors with specific issues, and other responsibilities as directed by the site coordinator.
- 7.1.3 Teacher and Specialist Lead Mentors shall satisfactorily complete training in mentoring and coaching development approved by the Department for Lead Mentors. A minimum of one (1) Lead Mentor per district shall be trained in Danielson's (2007) "A Framework for Teaching" or the applicable Department approved specific specialist mentoring program.
- 7.1.4 Administrator Lead Mentors shall satisfactorily complete training in mentoring and coaching development approved by the Department and based on 14 **DE Admin. Code** 1590 Delaware Administrator Standards and aligned with Danielson's (2007) "A Framework for Teaching".
- 7.2 Educator Mentors shall:
- 7.2.1 Complete the annual approval process as defined by the Department, and
- 7.2.2 Facilitate thirty (30) documented contact hours, which may include a combination of in school and after school time, with their mentees annually which are designed to help the new teacher or specialist acquire additional skills and knowledge appropriate to their specific positions, and
- 7.2.3 Submit contact log documentation accounting for all mentoring activities provided during the specified time period to their coordinator by January 15 and May 15. This documentation shall be forwarded to the Department by May 30.

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## TITLE 14 EDUCATION

### DELAWARE ADMINISTRATIVE CODE

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7.2.4 Teacher and Specialist Mentors shall:

7.2.4.1 Satisfactorily complete training in mentoring and coaching development aligned with Danielson's (2007) "A Framework for Teaching" or the appropriate Department approved specific specialist mentoring program provided by the Lead Mentors, and

7.2.4.2 Attend structured meetings concerning the comprehensive induction program as directed by the employing authority.

7.2.5 Administrator Mentors shall:

7.2.5.1 Satisfactorily complete training in mentoring and coaching development based on 14 **DE Admin. Code** 1590 Delaware Administrator Standards and aligned with Danielson's (2007) "A Framework for Teaching" and DPAS, and

7.2.5.2 Satisfactorily complete training in DPAS, and

7.2.5.3 Attend a minimum of three (3) structured meetings with mentees;

**14 DE Reg. 30 (07/01/10)**

**17 DE Reg. 726 (01/01/14)**

#### **8.0 Payment of Salary Supplement**

Mentors and Lead Mentors who are paid in accordance with the provisions of 14 **Del.C.** §1305 shall be paid an extra responsibility salary supplement annually, upon documentation of satisfactory fulfillment of duties and responsibilities, in accordance with the schedule adopted annually by the Standards Board, with concurrence of the State Board.

#### **9.0 Reporting**

The Department shall require and collect data used to evaluate the Comprehensive Induction Program and shall provide quarterly reports to the Professional Standards Board. These data will include at a minimum, an assessment of the implementation of the Comprehensive Induction Program and Mentors' and Mentees' compliance and delivery.

**8 DE Reg. 347 (8/1/04)**

**13 DE Reg. 1260 (04/01/10)**

**14 DE Reg. 30 (07/01/10)**

**Renumbered effective 6/1/07 - see Conversion Table**

**17 DE Reg. 726 (01/01/14)**