

**DEPARTMENT OF EDUCATION  
PROFESSIONAL STANDARDS BOARD**

Statutory Authority: 14 Delaware Code, Section 1205(b) (14 **Del.C.** §1205(b))  
14 **DE Admin. Code** 1503

**FINAL**

**REGULATORY IMPLEMENTING ORDER**

**1503 Educator Mentoring**

**I. Summary of the Evidence and Information Submitted**

The Professional Standards Board, acting in cooperation and consultation with the Department of Education, seeks the consent of the State Board of Education to amend 14 **DE Admin. Code** 1503 Educator Mentoring. This regulation requires amendments to reflect recent changes in regulation 14 **DE Admin. Code** 1511 Issuance and Renewal of Continuing License. In addition, amendments include allowing additional mentoring opportunities for employing authorities and clarity in the Department's responsibilities.

Notice of the proposed amendment of the regulation was published in the *News Journal* and the *Delaware State News* on April 1, 2010 in the form hereto attached as Exhibit "A". The notice invited written comments. No written comments were received.

**II. Findings of Facts**

The Professional Standards Board and the State Board of Education find that it is appropriate to amend this regulation to comply with changes in statute.

**III. Decision to Amend the Regulation**

For the foregoing reasons, the Professional Standards Board and the State Board of Education conclude that it is appropriate to amend the regulation. Therefore, pursuant to 14 **Del.C.** §1205(b), the regulation attached hereto as Exhibit "B" is hereby amended. Pursuant to the provision of 14 **Del.C.** §122(e), the regulation hereby amended shall be in effect for a period of five years from the effective date of this order as set forth in Section V. below.

**IV. Text and Citation**

The text of the regulation amended shall be in the form attached hereto as Exhibit "B", and said regulation shall be cited as 14 **DE Admin. Code** 1503 of the *Administrative Code of Regulations* of the Department of Education.

**V. Effective Date of Order**

The effective date of this Order shall be ten (10) days from the date this Order is published in the *Delaware Register of Regulations*.

APPROVED BY THE PROFESSIONAL STANDARDS BOARD THE 3<sup>rd</sup> DAY OF JUNE, 2010

Kathleen Thomas, Chair  
Michael Casson  
Joanne Christian  
Samtra Devard  
Marilyn Dollard  
Karen Gordon

David Kohan  
Jill Lewandowski  
Wendy Murray  
Gretchen Pikus  
Whitney Price  
Shelley Rouser

Cristy Greaves  
Lori Hudson

Karen Schilling-Ross  
Juanita Wilson

IT IS SO ORDERED the 17<sup>th</sup> day of June, 2010.

**DEPARTMENT OF EDUCATION**

Lillian M. Lowery, Ed.D., Secretary of Education

Approved this 17<sup>th</sup> day of June, 2010

**State Board of Education**

Teri Quinn Gray, Ph.D., President  
Jorge L. Melendez, Vice President  
G. Patrick Heffernan  
Barbara B. Rutt

Dennis J. Savage  
Dr. Terry M. Whittaker, Ed.D.  
Dr. James L. Wilson, Ed.D.

**1503 Educator Mentoring**

**1.0 Content**

This regulation shall apply to mentoring activities required of ~~(1) all educators who hold an Initial License and (2) all educators who hold a Standard or Professional Status Certificate issued prior to August 1, 2003, or a Continuing, or Advanced License; who are new to the State of Delaware, new to an employing authority, or who move from one category of position to another (i.e., teacher to administrator),~~ pursuant to 14 **Del.C.** §1210(e) Ch. 12.

**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 Mentoring Program"** means a mentoring program approved by either the Department or the Standards Board.

**"Contact Hours"** means the face-to-face time a Mentor or Lead Mentor spends with his/her Protégé **[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 ~~public school employee who holds a license issued~~ person licensed and certified by the State under the provisions of 14 Del.C. Ch. 12, and includes teachers, specialists, and administrators, and as otherwise defined by the Standards Board and the State Board pursuant to 14 Del.C. §1203, but does not include substitute teachers 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, ~~[licensed and certified alternative routes and charter school teachers, and teachers or specialists individuals~~ **“the term educator” shall also include substitute teachers]** who are employed on **[long-term]** temporary contracts of **[Of including but not limited to]** ninety-one (91) days or longer in duration, **[shall also be included under the term “educator”** 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, or an educator who holds held a Standard or Professional Status Certificate issued prior to August 1, 2003, and a Standard Certificate in the area assigned. An educator from another jurisdiction who has completed three (3) or more years of successful teaching may be considered an experienced educator.

**“Lead Mentor”** means a teacher, specialist, or administrator who holds a ~~Standard or Professional Status Certificate issued prior to August 1, 2003, or a Continuing or Advanced License, who~~ has participated in the training specified approved by the Department for Lead Mentors and who 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 have satisfactory 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 ~~teacher, specialist, or administrator~~ who holds a ~~Standard or Professional Status Certificate issued prior to August 1, 2003, or a Continuing or Advanced License, who~~ and has participated in the training for Mentors specified by the Department and the employing authority. Educators serving as Mentors must have satisfactory DPAS evaluations, and may not be on a DPAS Improvement Plan.

**“Mentoring”** means activities, ~~prescribed by the Department or other employing authority in which a holder of an Initial License must engage during the three year term of the Initial License. Mentoring also means activities prescribed by the Department or other employing authority for educators who are new to Delaware or who move to another employing authority. training and service in mentoring support or assistance provided through a formally organized approved mentoring 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 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.~~

**“NASSP”** means the National Association of Secondary School Principals.

**“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 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 an educator mentoring 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.

~~**“Successful Teaching”** means the educator has demonstrated successful teaching experience by submitting documentation to the Department or employing authority of a minimum of three (3) years of teaching experience and of having received at least two (2) satisfactory evaluations from the other jurisdiction that the Department or employing authority finds are the equivalent of the two (2) satisfactory summative evaluations required of a Delaware educator.~~

~~**“Teaching Experience”** means meeting students on a regularly scheduled basis, planning and delivering instruction, developing or preparing instructional materials, and evaluating student~~

~~performance under a State credential in any PreK to 12 public school setting or as approved by the Department.]~~

### **3.0 Mentoring Programs**

- 3.1 The Department shall develop and approve educator mentoring programs for the following:
  - 3.1.1 All mentoring programs for teachers shall be 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.
  - 3.1.2 All mentoring programs for specialists 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 All mentoring programs for administrators 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 then implement a distinct educator mentoring program as specified in Sections 4, 5 or 6:
  - 3.2.1 Each mentoring 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 mentoring program plan to the Standards Board for review and consideration of approval.
  - 3.2.3 The employing authority's mentoring program must be approved by the Standards Board a minimum of three (3) months prior to implementation.
- 3.3 Failure by an educator to successfully complete mentoring requirements~~]; 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.~~
  - ~~3.3.1 Failure by a new educator to successfully complete the requirements of a new educator mentoring program shall result in the denial of a Continuing License.~~
  - ~~3.3.2 Failure by an experienced teacher, specialist or administrator new to the State of Delaware, or those educators who are new to a category, to successfully complete the requirements of the appropriate approved mentoring program within the stipulated timeframe shall result in the suspension of their Continuing or Advanced License.]~~
- 3.4 The Department shall also develop the following programs:
  - 3.4.1 A mentor training program for Lead Mentors, and
  - 3.4.2 A mentor training program for ~~[Administrative Administrator]~~ Lead Mentors

### **34.0 New Educator Mentoring**

- 34.1 In accordance with 14 **Del.C.** §1210(c), educators ~~who are new to the profession and who hold an Initial License shall participate in mentoring activities prescribed~~ approved by the Department ~~or the Standards Board~~. Each new educator ~~will~~ shall at a minimum be assigned a Mentor for his or her first year ~~in the profession on an active Initial License, with continuing support in years two and three, who,~~
  - 4.1.1 The Mentor ~~will~~ shall assist the new educator in becoming acclimated to the role, the school or other setting, and ~~the~~ Delaware content standards ~~and, the~~ Delaware Professional Teaching Standards, applicable national specialist standards, or ~~the~~ Delaware Administrator Standards.
  - 4.1.2 The new educator ~~will~~ 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.
- ~~3.2~~ The new educator shall:
  - 4.2.1 ~~during the three year term of the Initial License,~~ 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 New Educator Mentoring Program and offered ~~in~~ by individual employing authorities, ~~and~~
- 3.3 The new educator shall participate in workshops and other activities offered for new educators as part of the New Educator Mentoring Program by the employing authority.
- ~~3.2.2~~ The new educator shall ~~e~~Complete the requirements of the ~~[appropriate applicable]~~ New Educator Mentoring 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.
- 3.4.1 The New Educator Mentoring Program shall be aligned with Danielson's (1996) "A Framework for Teaching" and shall include training and support in the components of the Delaware Performance Appraisal System, including descriptive, non-evaluative feedback. ~~In the first year, 18 hours of training shall be based on the Pathwise Induction Program.~~
- 3.5 Failure by a new educator to complete the requirements of the New Educator Mentoring Program shall result in the denial of a Continuing License.

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

- 4.1 Experienced teachers and specialists new to the State of Delaware who hold an Initial License shall participate in mentoring activities prescribed by the Department. Each teacher or specialist shall be assigned a mentor for the first year of employment in the State. The mentor will assist the new teacher or specialist in becoming acclimated to the role, the school or other setting, and Delaware content and teacher or specialist standards. The teacher or specialist will meet with his or her mentor at least 30 documented hours, which may include a combination of in school and after school time, during the first year of employment. 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 teacher's or specialist's performance.
  - 4.1.1 ~~The teacher or specialist shall, during the three year term of the Initial License, attend such activities as are planned by the Department and offered by individual employing authorities.~~
  - 4.1.2 ~~The teacher or specialist shall also participate in workshops and other activities concerning employing authority specific practices offered for new teachers and specialists by the employing authority.~~
- 4.2 Experienced teachers and specialists 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 Department sponsored approved mentoring program consisting of at least thirty (30) documented hours, which focuses on current best practices in curriculum, instruction and assessment aligned to state or national standards.
- 4.3 ~~Experienced educators new to the State who are employed as school administrators shall participate in mentoring activities specified by the Department, as well as in mentoring activities required by the employing authority.~~
- 4.4 ~~Experienced teachers and specialists new to the State of Delaware who hold Initial Licenses shall complete the requirements of the New Educator Mentoring Program, which shall consist of no more than 60 hours, inclusive of meetings between the mentor and the experienced teachers and specialists.~~
  - 4.4.1 ~~The Educator Mentoring Program shall be aligned with Danielson's (1996) "A Framework for Teaching" and shall include training and support in the components of the Delaware Performance Appraisal System, including descriptive, non-evaluative feedback. In the first year, 18 hours of training shall be based on the Pathwise Induction Program.~~

4.5 Failure by an experienced teacher or specialist new to the State of Delaware to complete the requirements of the Educator Mentoring Program shall result in the denial of a Continuing License.

#### **5.0 Experienced Delaware Educators New to an Employing Authority**

5.1 Experienced Delaware educators who hold a Continuing or Advanced License, or a Standard or Professional Status Certificate issued prior to August 1, 2003, who move to a different employing authority shall, within the first year of employment, participate in, and complete, an employing authority sponsored mentoring program which focuses on current best practices in curriculum, instruction and assessment aligned to state standards.

5.2 Experienced Delaware administrators moving to a new employing authority shall participate in that employing authority's designated mentoring program during the first year of employment.

#### **6.0 Experienced Delaware Educators New to a Category of Employment [Reserved]**

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 mentoring program consisting of at least thirty (30) documented hours 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.

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

7.1 Lead Mentors

7.1.1 Lead Mentors shall work a minimum of forty-five (45) documented hours per school year in the Department specified or 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 Mentor, assisting Mentors with specific issues, and other responsibilities as directed by the site coordinator.

7.1.1.2 ~~Teacher and Specialist~~ Lead Mentors must 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 [appropriate applicable] Department approved specific specialist mentoring program.

7.1.1.1 ~~Satisfactorily complete training in mentoring and coaching development provided by the Department for lead mentors. A minimum of one lead mentor per district shall be trained in the Pathwise Induction Program; and~~

7.1.1.2 ~~Work a minimum of 45 documented hours per year in 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 two day mentor training to aspiring mentors, assisting mentors with specific issues, and other responsibilities as directed by the site coordinator.~~

7.1.1.2.3 ~~Administrative Administrator~~ Lead Mentors must 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".

7.1.1.2.1 ~~Satisfactorily complete training in mentoring and coaching development provided by the NASSP Leadership Development and Assessment Program.~~

7.1.1.2.2 ~~Satisfactorily complete training in the mentoring and coaching facilitator development provided by the NASSP Leadership Development and Assessment Program or Assessor~~

Training for the Developmental Assessment Center provided by the NASSP Leadership Development and Assessment Program;

~~7.1.2.3 Work a minimum of 45 documented hours per year in Administrative Lead Mentor activities. Administrative Lead Mentor activities may include, but are not limited to, a combination of in school and after school time, in the program in a leadership position, planning mentor training, providing two day mentor training as prescribed by NASSP to aspiring mentors, assisting mentors with specific issues, and other responsibilities as directed by the site coordinator; and~~

~~7.1.2.4 Serve on the administrative mentoring program advisory committee.~~

## 7.2 Educator Mentors [shall:]

~~7.2.1 Facilitate thirty (30) documented contact hours, which may include a combination of in school and after school time, with their protégées annually which are designed to help the new teacher or specialist acquire additional skills and knowledge appropriate to their specific positions, and~~

~~7.2.2 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.~~

~~7.2.4.3 Teacher and Specialist Mentors must shall:~~

~~7.2.4.3.1 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~~

~~7.2.4.3.2 Attend structured meetings concerning the mentoring program as directed by the district; and~~

~~7.2.4.3.3 Facilitate 30 documented contact hours, which may include a combination of in school and after school time, with their protégées annually which are designed to help the new teacher acquire additional skills and knowledge appropriate to their specific positions; and~~

~~7.2.4.3.4 Submit contact log documentation to site coordinator January 15 and May 15. This documentation must be forwarded to the Department by May 30.~~

~~7.2.24 [Administrative Administrator] Mentors must shall:~~

~~7.2.24.1 Satisfactorily complete training in Mentoring and Coaching Development provided by the NASSP Leadership Development and Assessment Program; based on 14 DE Admin. Code 1590 Delaware Administrator Standards and aligned with Danielson's (2007) "A Framework for Teaching" and DPAS, and~~

~~7.2.24.2 Attend a minimum of three (3) structured meetings with protégées; Satisfactorily complete training in DPAS, and~~

~~7.2.24.3 Facilitate 30 documented contact hours annually in Administrative mentoring activities. Administrative mentoring activities may include, but are not limited to, a combination of in school and after school activities which are designed to help the new administrator link school leadership theory and on the job practice; Attend a minimum of three (3) structured meetings with protégées;~~

~~7.2.24.4 Submit contact log documentation to site coordinator January 15 and May 15. This documentation must be forwarded to the Department by May 30.~~

## 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.

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

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

14 DE Reg. 29 (07/01/10) (Final)

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