

# How Can Administrators Promote High Quality Mentoring?

- 1) Provide **conditions** conducive to mentoring.
  - introduce work and the mentor to staff
  - create openings for mentoring
  - include mentoring in School Improvement Plan
  - provide resources including: time, time, time, subs, books, etc.
  - give mentor access to resources to use as “bargaining chips”
  - follow guidelines for matching mentors as much as possible
  
- 2) Foster **mentors’ professional growth**.
  - help mentor develop a work plan or organizing structure
  - routinely review work plans and help mentor prioritize
  - provide time and money for mentor’s professional development
  - connect mentor to appropriate person(s) for mentoring
  - build a cohort of future mentors
  
- 3) Create and monitor **communication systems**.
  - establish a routine of meeting and develop meeting protocols
  - share your goals, plans, expectations, and general observations
  - discuss roles and responsibilities (division of labor)
  - develop a common language around instruction and mentoring
  - include all stakeholders, identify with whom and when
  - use staff meetings, weekly updates, etc. to connect mentoring
  - consider the power structures in place and discuss w/the mentor
  
- 4) Foster and protect **confidentiality**.
  - discuss plan for difficult situations w/the mentor in advance
  - inform all staff members of the law and how to handle situations
  
- 5) **Coordinate support** for new teachers.
  - coaches, specialists, district admin., WASL coordinators, etc.
  - team, department, building, district