THE MENTOR RESPONSIBILITIES

All teachers applying to PRPIL must identify a mentor to partner with them throughout the program. Individuals considering serving as a mentor in PRPIL must be prepared to fulfill the following list of **MENTOR RESPONSIBILITIES**:

- Complete a short online training as part of the application process (10 minutes)
- Provide support to the teacher and give guidance and feedback as needed
- Conduct two unannounced classroom observations
  - Each observation should be one class period in length (approximately 45 minutes)
  - Each observation should include verbal feedback immediately following the observation
  - Complete a CAP Observation Form following each observation
- Participate in three 3-Way Meetings with the teacher and Instructional Consultant
- Assist the teacher in compiling a portfolio of forms and evidence (if needed)
- Work with the Instructional Consultant to complete required CAP Forms and agree on summative and formative rating as required in CAP
- Sign all required CAP paperwork

**Mentors receive 20 Professional Development Points upon the teacher’s completion of the program.**

Additional information about PRPIL can be found on our website. Questions about the Mentor Responsibilities should be directed to the Class Measures office.

**Please note:** The MENTOR in the Performance Review Program for Initial Licensure (PRPIL) is called the **SUPERVISING PRACTITIONER** in all CAP documents.

**Applicants:** Please provide this document to anyone considering being your PRPIL mentor.

*All forms must have original signatures. Electronic signatures will not be accepted. Class Measures does not discriminate on the basis of race, color, religion, sex, national origin, disability or age.*