

**LETTER OF UNDERSTANDING
BETWEEN DEARBORN BOARD OF EDUCATION
AND
DEARBORN FEDERATION OF TEACHERS**

LEAD MENTORS - DEARBORN TEACHER UNIVERSITY

The Dearborn Board of Education (hereinafter referred to as the Board), and the Dearborn Federation of Teachers (hereinafter referred to as the DFT), the above mentioned parties agree as follows:

The Lead Mentor position(s) were developed by the Dearborn Teacher University committee, which collaborated several times throughout the 2015-16 school year. The Dearborn Teacher University program restructures the Mentor/Mentee program and the New Teacher Professional Development program previously implemented through the 2015-16 school year.

Based on the recommendations of the Dearborn Teacher University committee and restructuring of programs, building level mentors will earn the following stipends each year:

- \$300 - mentoring a first year teacher
- \$200 - mentoring a second year teacher
- \$100 - mentoring a third year teacher

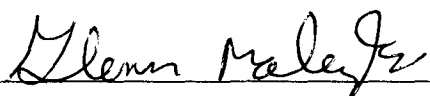
The new requirements and responsibilities of the building level mentors will be finalized no later than October 15, 2016. Attachment B is the description of the Dearborn Teacher University Program including changes to the Mentor/Mentee Program details.

The Lead Mentor position(s) is an extra pay assignment that will facilitate development and implementation of the Dearborn Teacher University. The Lead Mentor position(s) will be an extra pay assignment and the stipend will be 5.75% of the average contract salary, per Article XXXI of the DFT contract. Attachment A is the job description of the Lead Mentor position.

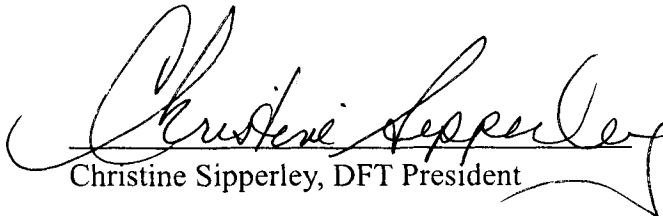
This Letter of Agreement will apply to the 2016-17 school year. The number of Lead Mentors and extra pay stipend amount may be adjusted for the 2017-18 school year based on the evaluation and analysis of program data compiled from the first year of implementation.

For the Board of Education
Of the School District of the
City of Dearborn

For the Dearborn Federation of Teachers



Dr. Glenn Maleyko, Superintendent



Christine Sipperley, DFT President

9-8-16

Date

9-15-16

Date

ATTACHMENT A: Lead Mentor Job Description

SUBJECT: Lead Mentor (Four extra pay positions available)

TITLE OF POSITION: Lead Mentor, Dearborn Teacher University

DIRECTLY RESPONSIBLE TO: Director of School Improvement and Leadership

LENGTH OF WORK YEAR: 10 Months

EFFECTIVE DATE: ASAP

SALARY: Stipend to be determined according to the DFT contract.

TEACHER QUALIFICATIONS:

1. Five or more years of successful teaching (tenured) with a minimum of 3 years as a classroom teacher at the elementary or secondary level. Performance evaluations: three consecutive evaluations with effective rating or higher.
2. Master's (Advanced Degree) in an educational area preferred. Hours beyond a Master's degree preferred.
3. Demonstrated knowledge and application of best practices in classroom instruction, including classroom management and instruction with small groups of at-risk students.
4. Demonstrated experience in collaborating with adult learners. Past experience with mentoring teachers preferred.
5. Demonstrated experience as a professional development facilitator.
6. Demonstrated leadership and collaboration skills.
7. Demonstrated knowledge of using technology (google apps for education, ilearn, blog).

DUTIES & RESPONSIBILITIES: See Attached

FILING DEADLINE: 4:00 p.m. Friday, September 2, 2016

METHOD OF APPLICATION: Applicants should submit a letter of application and current resume by email to Ms. Khawla Mazloum at mazlouk@dearbornschools.org AND apply online at www.dearbornschools.org (must check off the specific job).

Ms. Maysam Alie-Bazzi
Executive Director of Staff and Student Services
Dearborn Public Schools
18700 Audette
Dearborn, MI 48124

DUTIES AND RESPONSIBILITIES:

1. Plan professional learning, coordinate presenters, and facilitate professional development for Dearborn Teacher University. Prepare a schedule of professional learning for each new school year. Coordinate with curriculum cochaIRS and district coordinators to determine content, face to face professional learning and online options.
2. Develop ilearn coursework on district curriculum and related topics in collaboration with the curriculum committee cochaIRS.
3. Coordinate and support a network of teacher mentors. Facilitate mentor professional learning.
4. Be knowledgeable regarding certification requirements, State Continuing Education Clock Hours (scechs) and tracking of professional learning based on state requirements.
5. Facilitate new staff knowledge of resources available in Dearborn Public Schools.
6. Model and demonstrate effective evidence-based instructional strategies and assessment techniques with all students for mentor teachers observing in classrooms.
7. Provide leadership, support and assistance to classroom teachers in the implementation of research-based best practices in instruction as part of supporting teacher mentors and mentees.
8. Collaborate with school administrators and classroom teachers.
9. Serve as a district resource, leader and model in improving student achievement in area of expertise.
10. Confer with new teachers and engage in problem-solving strategies.
11. Attend meetings, trainings, prepare forms, records and reports as necessary.
12. Perform other duties as designated by the district administrator.

QUALIFICATIONS:

1. Willingness to be observed teaching on a regular basis.
2. Work in a highly organized manner with a sense of urgency.
3. Work effectively with all teachers.
4. Invite challenging conversations.
5. Demonstrate patience working with students and teachers.
6. Build and maintain trust and confidentiality.
7. Show initiative and solve problems creatively.
8. Demonstrate exceptional written and oral communication skills.
9. Self-reflect continuously.
10. Actively seek to expand knowledge base in mentoring, coaching and facilitating professional learning.

**ATTACHMENT B: Dearborn Teacher University
(includes updated Mentor/Mentee Program details)**

TO: ADSA, DFT

FROM: Fatme Faraj, Director of School Improvement/Leadership Coaching
Nada Fouani, Consultant for Dearborn Public Schools

SUBJECT: Dearborn Teacher University/Mentor-Mentee Program

DATE: August 23, 2016

Dearborn Teacher University consists of two parts:

- 1) **Mentoring Program:** The purpose of the Mentoring Program is to provide teachers peer mentors (preferably from the same building when possible) who will collaborate with their mentees by offering assistance, guidance, resources and information in a non-threatening, collegial fashion. The following conditions shall apply to the Mentoring Program:
 - a) Each teacher in his/her first three years in the classroom shall be provided with a mentor.
 - b) Prior to September 1st each year a list, by building, of all teachers requiring a mentor and the mentoring year for each will be developed and shared with administrators.
 - c) Mentoring assignments shall be made each year by building principal or department administrator.
 - d) Mentoring teachers shall be provided with training on Mentor/mentee protocols and mentoring strategies. Mentor/Mentee Roles and Responsibilities will be discussed at the first meeting in October.
 - e) Mentor teachers shall be provided with a stipend according to the following schedule:
 - i) For each first year mentee: Stipend of \$300.
 - ii) For each second year mentee: Stipend of \$200.
 - iii) For each third year mentee: Stipend of \$100.
- 2) **Teacher Professional Development Plan:** The purpose of the Teacher Professional Development Plan is to provide professional development opportunities to support new teachers and teachers who wish to receive training on selected topics. Principals may guide individual teachers to attend selected sessions. In addition to the two day orientation for new teachers in August^{agenda}, Here is the tentative professional development schedule with dates and topics. Tentative Professional Development Schedule
- 3) New Hires need to attend a minimum of 8 PD sessions in addition to the ones offered at district or building PDs.
- 4) Teachers coming in with years of experience need to attend a minimum of 5 PD sessions in addition to the ones offered at district or building PD.

Principals, please complete the **Mentor/Mentee List** by September 2, 2016. If you need assistance or information, contact Fatme Faraj at 872-3078.

CC: Maysam Alie-Bazzi, Executive Director of Instructional
Youssef Mosallam, Executive Director of Student Achievement
Jill Chochol, Executive Director of Student Achievement
Shannon Peterson, Executive Director of Student Achievement
Chris Sipperley, President-Dearborn Federation of Teachers