



Alaska Statewide Mentor Project

PO Box 755400 Fairbanks, Alaska 99775 907.450-8400 ph. asmp.alaska.edu

NEW MENTOR APPLICATION

Office of K-12 Outreach, University of Alaska Fairbanks
asmp.alaska.edu

INVITATION TO JOIN OUR ALASKA MENTORING TEAM

We are looking for experienced educators with a track record of collaborating with other educators, who display a serious willingness to learn, and are flexible and resourceful. Candidates must also have a working knowledge of virtual communication technology tools and be willing to learn and use online applications as an essential piece of this work.

If the attached Scope of Work looks like a **contracted** position you would LOVE to deliver, please complete this application and return all documents digitally to: uaf-asmp@alaska.edu by February 1, 2022.

To qualify you must

1. Have a minimum of eight years' ALASKA teaching experience
2. Have (and maintain) a current Alaska teaching certificate
3. Be fully released from school district obligations
4. Be willing to travel to remote/rural Alaska, i.e.
 - a. Able to lift heavy luggage,
 - b. Travel by small plane, ATV, snow machine, etc.
 - c. Be absent from your home for extended periods of time
5. Attend monthly online and quarterly online or in-person training (in Anchorage or Fairbanks)

Please submit your APPLICATION PACKET by February 1, 2022 to uaf-asmp@alaska.edu:

FIRST: Answer each of the following six essay questions with *succinct* (500 words maximum per response) written responses.

1. What mentoring experiences qualify you for this position?
2. What do you know about adult learning?
3. Share your experiences (or questions) about traveling to rural Alaska villages.
4. When you leave the project after 3-5 years, what would you hope to have gained from this mentoring experience?
5. Describe the role of assessment in your teaching practice, and how you document growth in learning—both for your students and for yourself as a teacher.
6. Define culture and then describe the role of teaching through culture in your teaching practice; how can you provide evidence of being a culturally-responsive classroom instructor?



UA is an AA/EO employer and educational institution and prohibits illegal discrimination against any individual:
www.alaska.edu/nondiscrimination.



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SECOND: Attach a current Resume.

THIRD: Provide three letters of recommendation, each with a phone number:

1. One from current school administrator;
2. One from a colleague; and
3. One from a parent of a current or recent student.

FOURTH: Submit a **10-15 minute video** of you teaching your grade level AND the **lesson plan** that accompanies it.

Video must be consecutive with no editing; we understand it will probably only feature a portion of your lesson. Videos may be submitted as files or as YouTube links.

Those applications deemed a match for this contracted mentor position with the Alaska Statewide Mentor Project, based on above STEPS 1-4, will be contacted in early March for an interview; if not deemed a match, you will be notified of that decision as well.

This mentoring work is a **contract** position NOT a UA employee, therefore no fringe benefits come with the position—it is a flat, contracted yearly amount depending first upon funding available and second upon months contracted. Said contract can be terminated at any time.

ASMP (Alaska Statewide Mentor Project) MENTOR SCOPE OF WORK

Contract Amount: \$54,000 (\$6000 per month x 9 months), with potential to increase at year 3

The requirements of the Alaska Statewide Mentor Project (ASMP) Mentor are as follows:

CONTRACTOR ACCOUNTABILITY & CASELOAD:

1. Work on the ASMP. Outside activities that are unrelated to this project must be reviewed and have prior approval from the K-12 Outreach Director each contract year.
2. Receive mentoring assignments for as many as 18 early career teachers (ECTs) in Alaska communities. Half of the caseload will be mentored with the in person model (monthly in person visits) and half of the caseload will be mentored with a hybrid approach (2 in person visits).
3. Submit monthly collaborates, tools, and attached documentation through online portal by the 7th of each month **before** billing University, then bill accordingly on the 7th of each month.
4. Submit any required reports and assignments related to mentoring activities based on timelines and due dates outlined by ASMP research team and ASMP Administrator.
5. Use all mentoring resources and tools that are provided through the project (i.e. mentor language, online tools, NTC tools, ASMP tools, and other resources relating to the documenting of mentoring assignments, activities, and results).
6. Provide written professional goals and mid-year review to ASMP Administrator; conduct mid-year check-in with ASMP Administrator by the end of December.
7. Contact the ASMP Administrator should a situation occur that might reflect poorly on the project while working with an ECT or engaged with other staff.
8. Keep Google calendar current with specifics of travel. Keep individual mentor partner informed and if requested, copy calendar to the coach. Copy your calendar to the ASMP Administrator and adjust when necessary.
9. Notify the ASMP Administrator of any planned or unplanned absences related to illness, personal necessity, personal business or whatever the reason; use calendar change for this notification.
10. Return ASMP professional materials in a timely manner or as requested.
11. Support and implement DEED, district and ASMP educational initiatives related to increasing teacher retention and student achievement.
12. Adhere to mentor expectations set out in the ASMP Handbook.

EARLY CAREER TEACHER (ECT) VISITS, TOOL USAGE, RELEASE FORMS:

1. Visit with each ECT through in-person contact or Distance Delivered (video conferencing software such as Zoom, Skype, Swivl app, etc.) once per month. Wear your vest.
2. Spend (in-person/distance/vidcon) one half of a day or more with an ECT on a monthly basis. This 3.5 hour requirement can be spread across the week with either delivery model. This time frame is dedicated to those tools that unpack the teaching/coaching cycle.
3. Overnights are expected for rural mentors. Always plan to spend one night in the site even if only one ECT.
4. Use mentor language and inquiry to engage ECTs in conversation about classroom procedures and **instructional** practice.
5. Engage ECTs in weekly communication via phone, vidcon, chat, email, or other agreed upon communication; fill out a Collaborate (CAL) for each ECT every week. Keep contact documentation on the portal current.
6. When using video cameras and/or taking pictures, ensure that the appropriate student permission slips and site/district permission are completed and signed as required. File signed forms with UA K-12 designated staff. Retain a copy for your records.
7. Use electronic tools, forms, and other indicated materials that are “on-line” as directed or necessary for submission and record keeping.
8. Make use of in-person time when an ECT is in a hub near where you are located and arrangements can be made.

PROFESSIONAL DEVELOPMENT:

Professional Development is an essential part of the ASMP model and requires:

1. A willingness to learn.
2. Attend **all** mentor professional development or arranged meetings: in person, audio conferences, pod meetings, Friday Forums, at least 2 ASMP Forums – one as a presenter, a second as a support person- any required conferences, and other events as arranged throughout the year.
3. Attend the Fall Provider’s Conference if invited by DEED.

DISTRICT/SITES:

1. Attend and participate in district and site in-services and meetings as invited and/or participate in independent professional learning connected to the district initiatives.
2. Participate in one entry conversation and two check-in conversations with district superintendent or designee. (If more than one mentor per district, Program Manager will assign a mentor as head contact for the year).

3. Develop a relationship with site and district administrators without breaking confidentiality with the ECT. Visit/communicate with the superintendent (or designee) each visit if applicable.

TRAVEL

1. Complete all travel requests in accordance with directions from the travel coordinator and University of Alaska staff to secure best airfares and associated costs.
2. Notify travel coordinator and Administrator when travel is delayed to the extent that it requires significant adjustment to schedule of current and planned trips. Typical weather delays should be an expectation and thus an exception.
3. Submit all travel information, documentation and receipts to the travel coordinator in a prompt manner upon completion of scheduled trips, normally within 5 days' time.
4. Follow directives of ASMP Program Manager for visits to extreme, remotely located sites regardless of whether "live" or by distance.
5. Travel will be limited for any in-service professional development when invited by district administration. Check with ASMP Program Manager for available funds before agreeing to attend.
6. Coordinate travel to sites to align with ASMP and district initiatives and calendars.
7. Plan travel so always at home base for online Friday Forum.