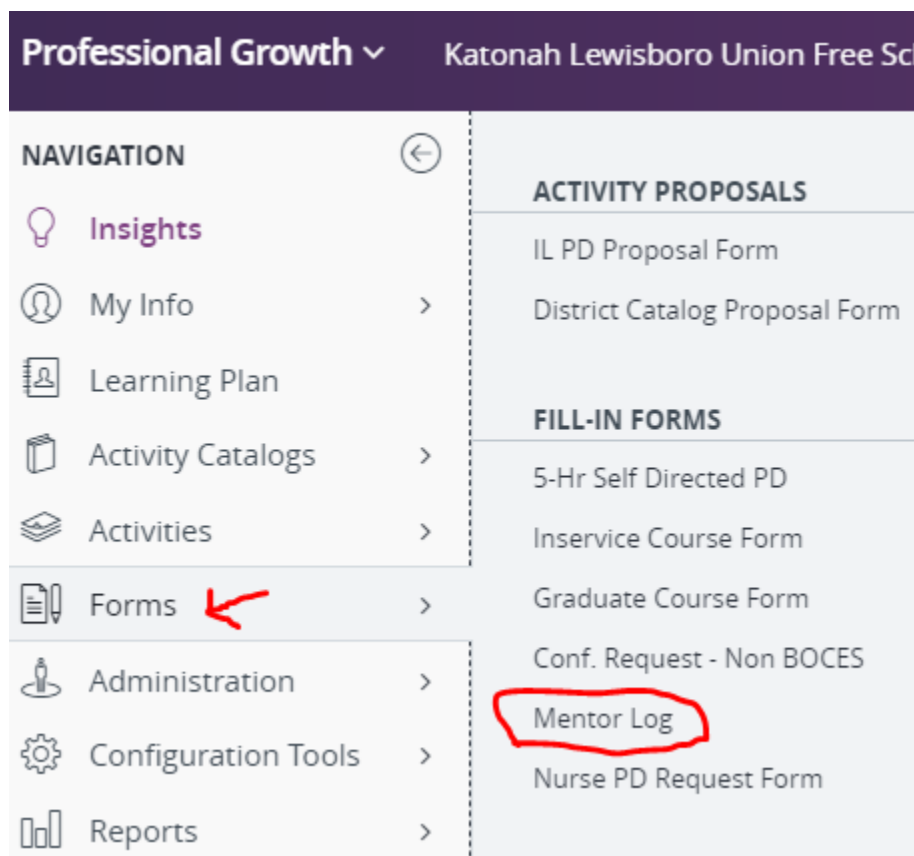


Mentors


- A mentor to a new teacher may be paid for up to 35 hours for the year.
- The 35 hours is inclusive of 5 hours for attending New Teacher Orientation in August and 5 hours for attending New Teacher classes during the year.
- You may get paid for up to 25 hours in mentoring sessions.
- The rate for 2023-24 is \$72/hour.
- Mentors may choose to submit a pay req once a year (at the end of June) or twice a year (at the end of January and again at the end of June).
- **Sub logs should be completed (but not submitted) in Frontline after each mentor/mentee meeting. You will 'Submit' the logs at the time you submit a pay req.**
 - o To complete a mentor log, click on 'Forms' in the Navigation bar, and then click on 'Mentor Log' under 'Fill-In Forms.'



- o After you complete the log, click the 'Save Log Entry' button at the bottom. This will **SAVE** the log under 'My Log Entries' which you can view by clicking on 'Learning Plan' in the Navigation bar.

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NAVIGATION ⏪

- 💡 Insights
- 👤 My Info >
- 📅 Learning Plan 
- 📁 Activity Catalogs >

ACTIVITY PROPOSALS

- IL PD Proposal Form
- District Catalog Proposal Form


FILL-IN FORMS

- 5-Hr Self Directed PD

- Each saved log includes an 'Edit Log' and a 'Delete Log' button.
- Once you have completed at least one log, you will be able to click the 'Add New Mentor Log' button to complete additional logs (or you can open a new log under 'Fill-In Forms'). All logs will be saved under 'My Log Entries.'


▼ **My Log Entries**

▼ Mentor Log

<input type="checkbox"/>	Action	Date	Log Entry Title	Form Name
<input checked="" type="checkbox"/>	<div>Edit Log Delete Log</div>	01/09/2020	test	Mentor Log

When ready, select applicable log entries and submit for approval.

Add New Mentor LogSubmit log entries for approval



- **When you are ready to submit a pay req**, you will need to **SUBMIT** your mentor logs. Select the logs for hours included on your pay req by checking the box to the left of the log, and then click ‘**Submit log entries for approval.**’

▼ My Log Entries

▼ Mentor Log

<input type="checkbox"/>	Action	Date	Log Entry Title
<input checked="" type="checkbox"/>	Edit Log Delete Log	12/03/2019	Test
<input checked="" type="checkbox"/>	Edit Log Delete Log	11/26/2019	Test

When ready, select applicable log entries and submit for approval.

Add New Mentor Log Submit log entries for approval

- Your Mentor Log submission, which includes all the logs that you selected, will be routed to Candy Wilmot and then Julia Drake to review. In the Log Detail section, they will be able to click on each individual log that you completed to review it.
- The total # of mentor log hours should match the # of hours listed for mentor/mentee meetings on your pay req (up to 25 hours for the year).
- Please itemize your pay req as follows:
 - New Teacher Orientation – 5 hours
 - New Teacher Classes – up to 5 hours (if you attended all classes that included mentors – only include hours for classes you attended)
 - Mentor/Mentee meetings – up to 25 hours (the # of hours should match the # of mentor logs hours submitted in MLP, unless you logged more than 25 hours, in which case you should submit all the logs, but only include 25 hrs. on your pay req)
- Pay reqs should be emailed to Jeane Stein for Julia Drake to sign. Jeane will then submit to payroll.

****If you would like to be paid mid-year,
please submit your pay req to Jeane at the end of January****