_____ - June 2012

The New Teacher Induction Program (NTIP) succession plan addresses the need for sustaining trained mentors and a knowledgeable Board Lead as well as training a new Superintendent responsible for NTIP, new Director, and new Principals or Vice-Principals. Over the last few years the numbers of new teachers has been decreasing in all schools so some teachers and administrators have little or no recent involvement with the program. As current teachers and administrators retire there is a need to ensure that new mentors and administrators are knowledgeable about the NTIP program.

A. : The Board Lead will:

Establish an initial meeting with new senior administrators to review the program, the yearly NTIP Plan and goals and the NTIP Continuum.
Keep senior administrators informed of Ministry communications, NTIP updates and provincial, regional and local issues
Provide current information about NTIP on our Board website in an easy-access format

B. : The Board Lead will:

Request a list of new administrators from HR at the start of each school year
Set up training session for new administrators on the fundamentals of the program (face to face or teleconference)
Visit schools with new administrators OR meet with them after a Leadership Forum to review Principal responsibilities and Q & A
Provide current information about NTIP on our Board website in an easy-access format

C. The Board Lead will:

Provide a videoconference "refresher meeting" and Q & A in early September each year
Using technology archive information so that it is easily accessible i.e. Adobe Connect
Provide current information about NTIP on our Board website in an easy-access format

D. The Board Lead will:

Start talking about mentoring in May or June for the following year so mentors are available early in September.
Solicit participants through an application process that requires principal's signature supporting the candidate (Principal in-put into who is going to be a mentor is critical)
Inform Principals that a source of potential mentors could come from reading about mentoring as a goal on a teacher's Annual Learning Plan OR they could recommend it as something to add to a teacher's ALP
Provide regional introductory training for potential mentors from each family of schools
Provide updates through Ministry newsletters
Solicit mentors to sit on the NTIP Steering Committee

Provide current information about NTIP on our Board website in an easy-access format

Use the NING to allow on-line communication between mentors

E. : The Board Lead will:

Provide further in-depth mentoring /coaching training for those teachers who have participated in an introductory training session

Provide updates through Ministry newsletters

Solicit trained members to stay involved with the program in the role of school or regional Lead Mentor

Solicit mentors to sit on the NTIP Steering Committee

Provide current information about NTIP on our Board website in an easy-access format

Use the NING or Adobe Connect to allow on-line communication/discussions between mentors

F. : The Board NTIP Lead will:

Recruit teachers who are interested in being a lead mentor to serve as a resource for other mentors

Select a Lead Mentor at each school or in each geographical area – secondary and elementary reps

Provide training for Lead mentors

Provide a list of mentors within each school or region

Encourage teachers to sit on the NTIP Steering Committee

G. : The Board Lead will:

Research the possibility of connecting our mentors with mentors from 1 or 2 other boards for input and discussion

Arrange Have weekly or monthly sessions on mentoring – they should be "quick and dirty". Build a library of meeting topics. Make mentoring more of a collaboration rather than "instructional"

Continue to schedule at least twice-yearly NTIP Steering Committee meetings to seek input from members

Attempt to maintain continuity in the NTIP Steering Committee

Continue to attend Ministry webcasts

Board Lead will train a replacement by first involving the successor in planning and events throughout the year with gradual release of responsibility