Mentor Quick Fact Sheet

A Mentor is...

The term "Mentor" or "Mentor Teacher" is used by the California Early Childhood Mentor Program to describe an experienced early childhood education teacher of infants, toddlers, preschoolers or school age children who has applied and been selected by her or his local Mentor Program. The Mentor Program, funded by the California Department of Education, Child Development Division, works with 95 community colleges across California. Those colleges, either individually, or working together in regional groupings, invite early childhood leaders from their community to serve on a Mentor Program Selection Committee. Each Committee uses the guidelines of the Mentor Program to review applications and select Mentors from a variety of child care settings, including publicly and privately funded centers and large family child care programs.

A Mentor Does...

A Mentor accepts student teachers into her or his classroom for practicum experience. The Mentor provides a unique one-on-one learning relationship with the student teacher in the practical aspects of both working with young children and acting as a leader and advocate for the child care profession. The Mentor is responsible for guiding a student teacher during all of the laboratory hours required by the practicum course. That means being in the classroom whenever the student teacher is present and meeting with the student teacher weekly to answer the student teacher's questions and discuss Early Childhood Education concepts. Although a Mentor may work with several student teachers during a semester, only one student teacher may be present in the Mentor's classroom at a time.

What are the rewards?

The Mentor receives a stipend for each student placed in her or his classroom. The stipend amount depends on the number of hours the student teacher spends in the classroom as a requirement of her or his practicum course. Mentors also receive stipends for working with students after they have completed their practicum and for supporting ECE students in successfully completing their full course of study, regardless of course or subject. In addition to receiving stipends for working with students, Mentors are also supported for their professional development activities
through a Mentor In-Service Training Component. In-Service Training has two elements. First, Mentors from all placement sites meet once a month in a seminar format. Mentor Seminars combine informal discussion and peer support with more formalized training in supervision strategies, leadership and advocacy skills. In addition to participating in monthly Mentor Seminars, Mentors engage in other professional activities, for example, speaking at ECE classes or workshops, giving interviews, testifying at legislative hearings, or making conference presentations. Mentors receive a stipend of up to $500 for participation in In-Service Training.

How do I become a Mentor?

Step 1. Meet the minimum qualifications:

- No fewer than two years of experience teaching in an ECE environment (experience need not be all in one setting)
- Current employment in an ECE site with no fewer than three hours per day, five days per week spent with the same group of children (for full time programs)
- Completion of a degree or certificate in Early Childhood Education, including at least one course in supervised student teaching or direct assessment
- Eligibility for the Master Teacher Level, or higher, of the California Child Development Permit Matrix
- Completion of an Adult Supervision (Mentor Teacher) course
- Submission of an appropriate Environment Rating Scale (e.g., ECERS-R, ITERS-R) on your site or classroom in preparation to discuss with Selection Committee members

There are no exceptions to these minimum standards.

Step 2. Apply to your local Mentor Program. To do so, contact your local Mentor Program Coordinator, request an application, and submit that application to the Coordinator. Your completed application packet will include:

- Application to Become a Mentor
- Official transcripts of all Early Childhood or Child Development coursework
- Three (3) letters of recommendation from Early Childhood professionals who can attest to the quality of your teaching and classroom supervision skills
- One (1) letter of recommendation from a parent who can attest to the quality of your teaching and classroom supervision skills

Your written application, references, transcripts, Environment Rating Scale, and other supporting materials will be reviewed by the Coordinator and a team of two Selection Committee members. If these materials present you as a viable candidate for Mentor, you will proceed to Step 3 below.
Step 3. Cooperate in the scheduling of two Selection Committee members to visit your site and conduct an appropriate Environment Rating Scale (e.g., ECERS-R, ITERS-R) on your classroom.

Following Steps 1, 2 & 3, the local Selection Committee will meet to determine selection. Note that Selection Committees may establish priorities based on program needs, such as representation by programs of different types (family, corporate, Montessori, or publicly-funded child care, for example), need for bilingual Mentors, or need for Mentors in certain geographic areas.

Am I eligible to be a Mentor if I work in a campus lab school?

Yes, but there are restrictions. Lab teachers may not be Mentors if their job descriptions already include the supervision of student teachers. There is an exception to this rule in cases where hours of pre-existing supervision duties are blocked out (e.g., T-Th 9-12 or summer excluded), and student placements with the Mentor are outside this schedule. Also, given that one of the original missions of the Mentor Program was to reach out to the community beyond college lab school programs, a requirement for all programs is that no greater than 20% of Mentors may be campus lab school teachers.

Am I eligible to be a Mentor if I work with school-aged children in extended day care?

Yes, as long as all minimum qualifications are met and local training institutions are willing to place students in your site for their practicum experience. Public school kindergarten teachers, however, are not eligible to become Mentors in this program.

Can I be a Mentor if I am a Director?

Yes, as long as you are written into the schedule and actually spend a minimum of three hours per day, five days per week with the same group of children (for full time programs) in a teaching capacity.

Do I Need to Inform my Director when I Apply to become a Mentor?

Yes. Your Director must sign your application form, indicating that s/he approves of your potential role of mentoring students in your classroom.
How Does my Program Benefit from my Role as a Mentor?
As a Mentor, you are provided with incentives that can increase not only your tenure at the worksite but the tenure of others by providing training options for staff at their worksite. In addition, you provide prestige to your child care setting as a placement site for your local community college or ROP training program. Such recognition can be included at a parent’s night, when you can present information on the specific quality details of your classroom set-up and teaching strategies. Your program director may also use your professional efforts as a Mentor to promote your program as a model in the community. By allowing you to become a Mentor, your director also gains a higher priority should she or he wish to apply to become a Director Mentor.

For Further Information, Contact:

California Early Childhood Mentor Program
50 Phelan Avenue. - San Francisco, CA 94112
Phone: (415) 452-5600 - FAX: (415) 452-5604
http://www.ecementor.org
Mentor Application Packet Checklist

Application to the California Early Childhood Mentor Program involves submitting an application packet to the Mentor Selection Committee. Only completed applications will be reviewed by the Selection Committee. The Selection Committee reserves the right to request additional documentation as needed. The following documents need to be included in order for your application packet to be complete:

* Application to Become a Mentor

* Official transcripts of all Early Childhood or Child Development coursework

* Three (3) recommendations from Early Childhood professionals who can attest to the quality of your teaching and classroom supervision skills

* One (1) recommendation from a parent who can attest to the quality of your teaching and classroom supervision skills

Have you (please check)

___ Completed the seven page Application?

___ Received your program supervisor's signature on page 1?

___ Indicated your program type on page 2?

___ Included transcripts for all coursework listed on pages 3-5?

___ Included three (3) recommendations from Early Childhood professionals?

___ Included one (1) recommendation from a parent?

Please send completed application packet to:

(Local Program or Regional Coordinator)
APPLICATION TO BECOME A MENTOR  
California Early Childhood Mentor Program

Last name__________________________________________First name____________________________________

Home address________________________________________Home phone (______)__________________________

city and zip code

Name of your present work site___________________________________________________________

How long have you worked at the above site?______________years______________months

Job title__________________________________________Age of children in your class________________________

Work address________________________________________Work phone(______)__________________________

city and zip code

Best time to reach you______________________________

PROGRAM INFORMATION

DSS License # ___________________________ Effective Date __________ License Type: ☐Center ☐Family Child Care

Licensed Capacity by Age: Infant _____ Preschool _____ School Age _____

Title 5 Contract description __________________________ (e.g. State Preschool, General Child Care, Migrant, etc.)

License Exempt: ☐Yes ☐No

If yes please describe basis for exemption________________________

Supervisor’s name ___________________________ Supervisor’s title __________________________

(please print)

SUPERVISOR’S AGREEMENT FOR AGENCY TO PARTICIPATE IN THE CALIFORNIA EARLY CHILDHOOD MENTOR PROGRAM

I agree to support the application of this candidate for selection as a Mentor, with the full understanding that such application will involve a formal outside assessment of the teacher’s classroom using the appropriate Harms and Clifford rating scale (ECERS-R/ITERS/FDCRS/ SACERS).

Should this candidate be selected, I agree to support the Mentor in the performance of his or her duties. I also am aware that teachers designated as Mentors will receive a stipend for the supervision of student teachers. Specifically, I agree to:

1. allow the Mentor to supervise students in the Mentor’s classroom.
2. provide weekly conference time for the student and Mentor.
3. maintain the Mentor’s same classroom assignment for the duration of a student’s placement.
4. allow the college supervisor to make drop-in visits to the Mentor’s classroom.
5. provide program salary data for annual reports.

Supervisor’s Signature_________________________ Date________________

Application to Become a Mentor
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Program Type

1. Programs subsidized in full or in part by funds administered by the Child Development Division, California Department of Education. Funding sources include the State Preschool Program, Alternative Payments, General Child Development Program, Federal Child Care and Development Block Grant, and Title IV-A At Risk funds.

2. Head Start Programs and other programs serving income-eligible children.

3. Programs serving children in their primary languages of Spanish, Chinese, Vietnamese, etc. or which have teachers who are multilingual, multi-cultural, or demonstrate expertise in a particular area of local need (infants and toddlers, exceptional needs children, etc.)

4. Programs willing and able to serve low-income children subsidized by funds administered by CDD through Alternative Payments.

5. Programs representative of the region's diversity of program type (school-age, infant and toddler, High Scope, Montessori, family day care, etc.).

Experience

List your previous work experience in child care or preschool teaching (in order of most recent first). Feel free to use extra sheets of paper if necessary.

1) Name of center or school_____________________________________________________
Address________________________________________________________
_________________________________________________________ Dates employed____________
_________________________________________________________ City and zip code

Phone_________________________________ Supervisor's name__________

Job title_________________________ Age of children you worked with____________
Job description:__________________________________________________________
_____________________________________________________________________
_____________________________________________________________________
Reason for leaving:__________________________________________________________
_____________________________________________________________________

2) Name of center or school____________________________________________________
Address________________________________________________________
_________________________________________________________ Dates employed____________
_________________________________________________________ City and zip code

Phone_________________________________ Supervisor's name__________

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
Job title__________________________________ Age of children you worked with_____________________

Job description:______________________________________________________________________________

______________________________________________________________________________________________

Reason for leaving:____________________________________________________________________________

3) Name of center or school__________________________________________________________

Address_____________________________________________________________________________________

City and zip code____________________________________________________________________________

Dates employed_______________________________________________________________________________

Phone________________________________________ Supervisor's name______________________________

Job title__________________________________ Age of children you worked with_____________________

Job description:______________________________________________________________________________

______________________________________________________________________________________________

Reason for leaving:____________________________________________________________________________

Academic History

List relevant academic achievements regarding Early Childhood Education or Child Care Education programs. Include an official transcript of all coursework taken for each college or school you list as well as verification of completion of a college Early Childhood degree or certificate.

1) Name of college or school________________________________________________________ Dates attended__________

Title of major or certificate program________________________________________________________________________

Name of degree or credential earned_____________________________ Date received_____________________

Total earned quarter units________________________________________ Semester units____________________

Description of supervised teaching experience (include course numbers and requirements):

________________________________________________________________________________________________

________________________________________________________________________________________________

2) Name of college or school________________________________________________________ Dates attended__________

Application to Become a Mentor
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Title of major or certificate program ____________________________________________

Name of degree or credential earned ___________________________ Date received __________

Total earned quarter units __________________________ Semester units __________

Description of supervised teaching experience (include course numbers and requirements):

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

3) Name of college or school __________________________ Dates attended __________

Title of major or certificate program __________________________________________

Name of degree or credential earned ___________________________ Date received __________

Total earned quarter units __________________________ Semester units __________

Description of supervised teaching experience (include course numbers and requirements):

________________________________________________________________________

________________________________________________________________________

Master Teacher Level - Child Development Permit

Qualified Mentors must be eligible for the Master Teacher Level (or higher—e.g., Site Supervisor or Program Director) of the Child Development Permit. In cases where the applicant does not currently hold a Permit at this level, the Local or Regional Mentor Coordinator must determine eligibility based on documentation supplied by the applicant. If you currently hold a Child Development Permit (Master Teacher Level or higher), please indicate—

_________________________ (Permit Level) __________________________ (Permit Number) __________________________ (Expiration Date)

If you do not currently hold a Child Development Permit (Master Teacher Level or higher), please indicate—

1) Adult Supervision/ Mentor Course (2 units):

_________________________________ (Course Name & Number) __________________________ (College) __________________________ (Completion Date)
2) General Education Requirements:

Please indicate which courses (including course numbers) fulfill the 16 unit requirement in General Education. You must have had at least one course in each of the categories listed below.

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<tr>
<th>Course Name &amp; Number</th>
<th>College</th>
<th>Units</th>
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<tbody>
<tr>
<td>English</td>
<td></td>
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<tr>
<td>Social Sciences</td>
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<td>Math/Sciences</td>
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<td>Humanities</td>
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<tr>
<td>Other</td>
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</tbody>
</table>

3) Specialization:

Please indicate your area of Specialization and indicate which courses (including course numbers) fulfill the 6 unit requirement. If you are establishing eligibility for Site Supervisor or Program Director Levels, please indicate courses fulfilling the required 6 units of administration.

Specialization:

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<tr>
<th>Course Name &amp; Number</th>
<th>College</th>
<th>Units</th>
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4) Alternate Qualifications:

Please provide proof of a Bachelor's Degree or higher. Alternate Qualifications also include 12 semester units in ECE/child development and 3 semester units supervised field experience. If not already described by the applicant in the Academic Education section, these qualifications must be described in this section.

References

Submit three (3) letters of recommendation from Early Childhood professionals who can attest to the quality of your teaching and classroom supervision skills. Request specific details about your style and methods of teaching, how you maintain a safe and positive learning environment, the kind and quality of your communication with children, coworkers, and parents, and supervisory experience with staff, substitutes or parents.
Submit one (1) letter of recommendation from a parent whose child was in your classroom within the past two years who can provide specific information about your teaching methods and the kind of supervision skills you demonstrate.

Personal Statement

1) Indicate briefly why you wish to be designated as an Early Childhood Mentor and why you think you may excel in this role. Please discuss unique experiences, education, and background which would make you especially supportive as a Mentor—foreign languages, special training, etc. Also, please include ongoing professional development activities you have engaged in, such as conferences, presentations, research/writing, etc. (Use more paper if necessary.)

2) Briefly describe (a) your philosophy of working with young children and their families and (b) your ideas about how young children learn and develop. (Use more paper if necessary.)
3) Briefly describe (a) your program’s philosophy, (b) the number of children in your classroom, (c) the ages of the children in your classroom and (d) schedule and staffing assignments in your classroom. (Use more paper if necessary.)

For more information contact:

(Local Program or Regional Coordinator)