

## **ROLE OF THE PRINCIPAL**

- Show an appreciation of the mentoring relationship
- Recognize that mentoring is not an evaluation tool
- Become familiar with Ministry NTIP documents (NTIP Manual, TPA Manual)
- Provide school orientation, support, encouragement and guidance for new teachers
- Be involved in the selection of mentors
- Facilitate opportunities for partners to collaborate
- Ensure consistency of the program
- Promote collaboration within the whole school
- Consider new teacher assignments carefully
- Collaborate with new teachers on the Individual Strategy Form
- Conduct TPAs with all new permanent teachers and LTO Evaluations with those LTO's who require one

## **ROLE OF HUMAN RESOURCES**

- Provide New Teacher Handbooks, and forms
- Conduct Board Orientation sessions for new teachers
- Ensure a needs surveys of new teachers and mentors is conducted
- Inform Board Lead of new teachers when they join the board
- Collect data on new teachers for Ministry requirements, submit names to OCT

## **ROLE OF THE BOARD**

- Provide support, encouragement and advice to Steering Committee
- Provide financial support for the program
- Support opportunities for on-going staff development
- Track data and store forms required for NTIP teachers both permanent and LTO's (ie. Signed Individual Strategy Forms, TPA's and LTO Evaluations)

## **ROLE OF THE NTIP BOARD LEAD**

- Promote, facilitate and sustain the program within schools and throughout the Board
- Collaborate with the Board NTIP Steering Committee to develop yearly criteria/goals/expectations for the program
- Assist with scheduling mentors and new teachers
- Organize workshops, training and other activities for the year
- Conduct surveys to identify positives, negatives and next steps for the program
- Participate in Ministry communications and directives
- Develop communication resources
- Research and purchase appropriate resources for the program
- Deal with situations that surface

