

PROVISIONAL TEACHER PROGRAM

AUGUST 28, 2020

NEW TEACHER ORIENTATION

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DISTRICT RESPONSIBILITIES

- District boards of education must provide one-to-one mentoring support to novice provisional teachers for the first year of their employment, which is defined as a minimum of 30 weeks.
- The mentor teacher and the novice provisional teacher holding a Certificate of Eligibility (CE) must meet at least once per week for the first eight weeks of the teaching assignment.
- One-to-one mentoring that includes planned, in-person contact time between the mentor teacher and the novice provisional teacher holding a CE or CEAS must occur over the course of the academic year (a minimum of 30 weeks), or proportionally longer if the novice provisional teacher holds a part-time teaching assignment.
- The school district's administrative office is responsible for overseeing the payment of mentors, and payment may not be conferred directly from provisional novice teacher to mentor.

What is my role as a Mentee?



You must complete a minimum of 30 weeks of mentoring with your mentor.



The mentor teacher and the novice teacher holding a Certificate of Eligibility with Advanced Standing (CEAS) must meet at least once per week for the first four weeks of the teaching assignment.



The mentor teacher and the novice teacher holding a Certificate of Eligibility (CE) must meet at least once per week for the first eight (8) weeks of the teaching assignment.



The mentee is responsible for keeping a monthly log of all meeting sessions that must be reviewed and approved by the building principal.



How should we meet?

- The mentoring structure is designed for the mentor and mentee to meet weekly in-person. However, due to the current pandemic (Covid-19), meetings can occur virtually using Zoom or Google Meet as these platforms offer timestamps.

CERTIFICATE OF ELIGIBILITY (CE) HOLDERS

- **CE** – Must provide verification of completed 50 pre-professional hours.
- Must be enrolled in preparation program and provide HR with confirmation of enrollment.
- [Certificate of Eligibility \(CE\) Educator Preparation Programs](#)
The CE educator preparation program refers to a non-traditional teacher preparation program designed for those individuals who have not completed a formal teacher preparation program at an accredited college or university, but wish to obtain the necessary training to become a NJ certified teacher (previously known as "alternate route"). To learn about New Jersey's available certificates and endorsements please visit the Office of Licensure and Certification website.

<https://www.state.nj.us/education/rpr/preparation/programs.shtml>



What should we discuss?


School and District Procedures
Refer to school handbook/union bargaining contract agreement

Report Cards

The importance of Parental Engagement

What should
we discuss
cont.

Teaching
style and
Techniques

- Curriculum
 - Lesson preparation, class participation, activities, etc.
 - Classroom management
 - Discipline
 - Instruction: full class, small group, individualization, differentiated instruction
 - Grading and evaluation techniques
 - Testing procedures: classroom, building, state, national
 - Learning styles
 - Communication with students
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EMERGENCY CERTIFICATE HOLDERS

- **EDUCATIONAL SERVICES OVERVIEW**
- **Educational services certificates** are issued to support service personnel, i.e. school social worker, school psychologist, learning disabilities teacher-consultant, student assistance coordinator, etc.). ***For most Educational Services certificates, you may only apply for a Standard Certificate.***
- Emergency certificate valid for 1 Academic Year
- You must complete course work to obtain CE within the year in order to earn provisional license or standard or Standard license.

NJDOE CERTIFICATION AND COVID 19

- Electronic Certificates
- **CE** certificates are valid until July 31, 2021; to maintain certification and employment eligibility without interruption, candidates must complete all required certification assessments and reapply for a typical CE or CEAS by July 31, 2021.
- Provisional Licenses are valid for two (2) years (Renew 1x)
- It is your responsibility to enroll into an Alternate Route Program. Notify HR immediately w/ proof of enrollment. e.g. Schedule and confirmation email.

MENTORING FEES

Mentoring Fee for CE Teachers for \$1,000

Mentoring Fee for CEAS Teachers is \$550

Candidates enrolled in the PTP are responsible for payment of mentoring fees during the first provisional year. **Regulations require that all payments to mentors by mentee is paid through the district.**

A mentoring authorization form will be sent to all CE/CEAS teachers. You must sign and return to the Office of Human Resources.

Mentees can write a check for the full amount to district designee,
Ms. Shebra Jones Dismuke



CONFIDENTIALITY & SAFETY

- Discussions held by the Mentee and Mentor should remain confidential.
- Only appropriate discussions should take place.
- If a mentor ever feels threatened or uncomfortable, he/she must report the offense to the Executive Director of Human Resources in a timely manner.



Achieve NJ

<https://www.nj.gov/education/covid19/teacherresources/mentguidance.shtml>

OBE Mentor Plan

<https://www.orange.k12.nj.us/site/default.aspx?DomainID=20>

