

## MENTOR APPLICATION / ACSA REGION VIII PROGRAM OVERVIEW

ACSA Region VIII is partnering with state ACSA to sponsor a valuable new local service for current and future ACSA members in Santa Clara County. Mentoring is a unique and informal professional support service focused upon operational, technical and managerial aspects of educational leadership. Mentoring helps educational leaders define, adjust and clarify their roles. It is a voluntary and collaborative member-to-member service. The mentoring relationship is based on permission and trust, bound by ethics and confidentiality. Mentoring provides emotional and professional support through skilled listening, caring, and through specific feedback focused on leadership development. This service is non-judgmental and non-evaluative, with topics entirely determined by the protégé.

Finally, ACSA Mentoring is a welcoming introduction to ACSA, its services, and to informal local and regional networking opportunities.

### SCOPE OF ACSA MENTORING:

ACSA Mentoring is designed to help protégés to understand their current roles as educational leaders and how they can most positively and productively serve site, district, and community—students, staff, and parents. Administering programs efficiently contributes greatly to the leader's ability to focus upon instructional leadership responsibilities and in the management of time that allows leaders to have balanced, healthy lives. Experienced mentors can help! Having a skilled listener and practitioner to talk to may help protégés to better understand and effectively deal with challenges and obstacles to success.

Generally, mentors and protégés work together between one and three hours each month at times and places determined by each pairing. While face-to-face mentoring will surely be most valued, telephone or email contacts can augment personal meetings. Imagine being able to enter the principalship or another new administrative position with support from an experienced, supportive mentor to help get you started. And, imagine that you could be the mentor providing that vital support to a protégé.

### A NOTE ABOUT ACSA LEADERSHIP COACHING:

There are needs of a protégé, beyond those listed on the Protégé's Application, that require more attention or focus in the realms of instruction and student learning. These needs might more appropriately be served through ACSA's Leadership Coaching Program. Leadership Coaching includes: • Defining a vision for the school/district • Supervision and evaluation of instruction • Assessing and leading cultural change • Culturally responsive leadership • Meeting facilitation skills • Development of ongoing data-based, collaborative staff examinations of student learning. These are issues best addressed through more intensive, CPSEL-based, goal-oriented work with a trained and certified leadership coach.

For more information about Leadership Coaching follow this link: [LeadershipCoaching](http://www.acsa.org/MainMenuCategories/ProfessionalLearning/LeadershipCoaching.aspx) or copy the following into your browser [www.acsa.org/MainMenuCategories/ProfessionalLearning/LeadershipCoaching.aspx](http://www.acsa.org/MainMenuCategories/ProfessionalLearning/LeadershipCoaching.aspx).

## MENTOR QUALIFICATIONS:

Please provide a letter of application and professional resume (including names and current contact information of references) pertaining specifically to expertise in the following desirable mentoring characteristics:

- Experienced, successful, knowledgeable educational leader
- Up-to-date on requirements, expectations and challenges of administrators
- Excellent listener, paraphraser, questioner, and facilitator
- Collaborative in nature, with the highest ethics and cultural awareness
- Confidentiality and trustworthiness
- Enthusiastic, able to commit the time needed, suited to the protégé's schedule
- Responsible and dependable
- Knowledgeable and respectful of district structures, personnel, culture and expectations
- Understanding and accepting of the norms, goals and limitations of mentoring
- Proficient in ACSA mentoring and/or the ACSA/NTC coaching model
- Knowledgeable about ACSA organizational structures, services and professional development resources
- Able to introduce the protégé to formal and informal local and regional networks

## FURTHER REQUIREMENTS:

- Must be a current ACSA member (either active or recently retired)
- Willing to be interviewed by the Mentoring Program Team
- Must attend a one-day initial Mentoring Training
- Must submit a time log demonstrating time spent with protégé (includes face-to-face meetings, phone calls, and/or emails) by June, 2011
- Willing to be notified about a possible match-up with a protégé after the completion of the training

### **MENTORING TRAINING DATE**

Thursday, January 13, 2011  
8:30 am to 3:00 pm  
Santa Clara County Office of Education  
Oak Grove Room  
1290 Ridder Park Dr.  
San Jose, CA 95131-2304

### **Application Deadline**

Tuesday, December 21

### **TRAINING FEE**

\$25 per person includes registration, materials, continental breakfast and lunch.

All other related costs sponsored and paid by ACSA Region VIII.

### **Method of Payment**

All registrants are responsible for paying the mentor training fee. Please make check payable to ACSA Region VIII.

## MENTOR APPLICATION:

<b>Name:</b>	<b>ACSA Region: VIII</b>
<b>Contact Address:</b>	
<b>Contact Phone:</b>	<b>Email:</b>
<input type="checkbox"/> <b>ACSA Member: since -                      (yr)</b>	
<b>Current Position:</b>	<b>Time in this position:</b>
<b>Work location:</b>	

**Previous Experience as an Educator:**

Position/School Level	District	Dates (from/to)

**Additional Experience Related to Mentoring:**

**Preference for the school/district level/job position for mentoring: (e.g. high school principal or VP)**

I understand the requirements of the ACSA region VIII Mentoring Program and the interview screening process which will take place after I've attended the required one-day training.

\_\_\_\_\_  
Prospective Mentor Applicant Signature

\_\_\_\_\_  
Date

## RETURN THIS CONFIDENTIAL MENTOR APPLICATION TO:

Please mail: 1) the completed application form, 2) application letter and professional resume (including names of references) pertaining to desirable mentoring characteristics, and 3) a \$25 check payable to ACSA Region VIII to:

**Iris Berke**, Coordinator, 107 Plazoleta, Los Gatos, CA 95032

For additional information, please contact a Mentoring Program Team member:

**Iris Berke:** Phone: 408-871-2933, Email: [inispberke@aol.com](mailto:inispberke@aol.com)  
**Joann Vaars:** Phone: 408-923-1955, Email: [joann.vaars@berryessa.k12.ca.us](mailto:joann.vaars@berryessa.k12.ca.us)  
**Linda Aceves:** Phone: 408-453-6508, Email: [linda\\_aceves@sccoe.org](mailto:linda_aceves@sccoe.org)