

International Local Mentor Role and Responsibilities

Brief Summary of Position

The role of the Mentor is to mentor Roots of Empathy Instructors in their first and subsequent years of program delivery by providing program support and professional development, and to help maintain program integrity and high quality, consistent program implementation according to Roots of Empathy philosophy and principles.

Key Responsibilities of Position

Reporting and Accountability

- Report to Manager of Mentoring or Senior Mentor, Europe (depending on the region you are Mentoring)
- Submit details of ongoing communication and contact with Instructors (*Instructor Summaries*) to the Senior Mentor, Europe
- Submit Mentor Reports to Lead Agency (if applicable) and Manager of Mentoring or Senior Mentor, Europe on the scheduled due dates (four times per program year)
- Submit *Instructor Growth Plans*, completed during Classroom Visits by New Instructors, to the Manager of Mentoring or Senior Mentor, Europe
- Complete the online *Instructor Certification Recommendation Report*
- Complete the *Instructor Status Report*
- Complete and submit the *Mentor Year End Report*

Note: please refer to the **International Local Mentor Activity and Reporting timeline** document (see the *Mentor Manual*) for the required submission timeline

Mentoring and Program Support

- Contact New Instructors at **four key points** of program implementation. Dates and times for communication to be organized between Mentor and Instructor.
 1. Program set-up
 2. Following the delivery of Theme 1
 3. To plan for Mid-Year Training and Classroom Visits
 4. Prior to program wrap-up
- Contact Certified Instructors at the **three key points** of program implementation. Dates and times for communication to be organized between Mentor and Instructor.
 1. Program set-up
 2. Mid-year, following the delivery of Theme 3 or Theme 4
 3. Prior to program wrap-up
- Coach and guide all Instructors as required and assist with problem-solving and program delivery support
- Forward communication and information to Instructors from International Office regarding curriculum revisions, feedback forms and other documents related to program delivery

Certification Process for New Instructors

- Review Certification Tests with the Instructor as necessary
- Complete a Classroom Visit (during a Family Visit) as soon as possible following completion of Theme 1 for first year Instructors. During this visit to the Instructor's classroom an *Instructor Growth Plan*, detailing strengths, challenges and goals, is established between Instructor and Mentor. This plan follows Instructor throughout their program delivery as a plan for growth and development.

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- Review any concerns regarding the *Instructor Growth Plan* with the Manager of Mentoring or Senior Mentor, Europe
- Support Instructors who are required to complete the Mid-Year Training Make-Up Assignment if they were unable to attend the Mid-Year Training
- Make a final recommendation for certification of New Instructors

Re-Certification Process for Certified Instructors

- Deliver a Professional Development Workshop for Certified Instructors
- Support Instructors who are required to complete the on-line Professional Development workshop if they were unable to attend the Professional Development Workshop
- Make a final recommendation for recertification of Certified Instructors

Mentor Activities

- Attend Day 3 of the 3-Day Instructor Training to meet New Instructors, discuss roles, and observe participation in training and role play*
- Attend the morning of Mid-Year Training*
- Attend the Instructor Professional Development Workshop for Certified Instructors once a year*

***These activities require pre-approval; please consult with the Manager of Mentoring or Senior Mentor, Europe**

Communication

- Participate in **four conference calls** with the Manager of Mentoring or Senior Mentor, Europe for mentoring updates and feedback
- Confer with Manager of Mentoring or Senior Mentor, Europe on any issues related to program delivery, Instructor performance and school relations
- Confer with local Key Point Person/Program Manager on any issues related to program set-up and instructional materials
- Guide Roots of Empathy Instructors with regard to media and VIP visits
- Work collaboratively with Roots of Empathy International Office to follow through with media requests, VIP visits, and choosing suitable classrooms/Instructors to host guests
- Work with technology (i.e. PowerPoint for Roots of Empathy presentations, Excel for completing and reviewing reports, group e-mails, filing reports electronically, etc.)
- Deliver community Principal/Teacher PowerPoint presentation, if requested
- Report to the Manager of Mentoring or Senior Mentor, Europe on risks and opportunities related to curriculum, Instructor performance, potential Mentor capacity and school/community issues (e.g. illness or death)

Professional Development

- Deliver one Roots of Empathy program annually as an Instructor (preferably a grade level not yet delivered)
- For personal and professional growth and development, participate in Roots of Empathy professional development opportunities for Mentors as they arise