

Role of Roots of Empathy Mentor

Brief Summary of Position

The role of the Mentor is to mentor Roots of Empathy Instructors in their first year and subsequent years of program delivery by providing program support 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 Senior Mentor (SM)
- Submit your Mentor Monthly Timesheet to your SM on the last working day of each month
- Complete online *Instructor Summaries* at four points during the program year
- Submit *Instructor Growth Plans* completed during Classroom Visits with New Instructors to the SM
- Complete the online *Instructor Certification Recommendation Report*
- Complete the *Mentor Year End Report*

Note: please refer to the **Mentor Activity and Reporting timeline** document (see the Activity/Reporting section of the Mentor Manual or the Mentor hidden webpage) for the required submission dates of all reports.

Mentoring and Program Support

- Contact New Instructors by phone and/or email 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 by phone and/or e-mail 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 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 (preferably a Family Visit)
- Review any concerns regarding the *Instructor Growth Plan* with the SM
- Make a final recommendation for the certification of New Instructors

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Training (pre-approval from Senior Mentor required)

- Attend 4 hours on Day 3 of 3-Day Instructor Training to meet New Instructors, discuss roles, and observe participation in training and role play

Communication

- Participate in **four conference calls** with the Senior Mentor for mentoring updates and feedback
- Confer with SM/Program Integrity Department at International Office on any issues related to program delivery, Instructor performance and school relations
- Confer with Key Point Person 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 SM on risks and opportunities related to curriculum, Instructor performance, potential Mentor capacity and school/community issues (e.g. illness or death)

Professional Development

- Continue to deliver one Roots of Empathy program as an Instructor (preferably a Roots of Empathy curriculum 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