



STATE OF ALABAMA
DEPARTMENT OF EDUCATION



Eric G. Mackey, Ed.D.
State Superintendent of Education

August 11, 2021

MEMORANDUM

TO: City and County Superintendents of Education

FROM: Eric G. Mackey *EGM*
State Superintendent of Education

SUBJECT: Alabama Teacher Mentoring Program (ATMP)

The ATMP had a successful year and is again being fully implemented statewide during the 2021-2022 school year. The ATMP will fully fund mentor support for teachers in **their first and second year** in the teaching profession. To ensure an accurate and timely transfer of funds from the Alabama State Department of Education (ALSDE) to your system, please share the following information with your staff.

1. Each local education agency (LEA) shall select a system mentor liaison. Mentor liaisons should contact Dr. Patience Oranika via email at poranika@alsde.edu prior to August 20, 2021. In addition, the mentor liaison should forward to Dr. Oranika a list of the first-year teachers who have had no prior teaching experience and the mentor assigned to each of them, as well as a list of second-year teachers and the mentors assigned to each of them. The lists must include the name, email address, and school site for each mentor and each mentee teacher. The TCH Number and Type of Certificate are required for each mentee teacher. An excel template for submitting the lists will be sent directly to your designated ATMP district liaison. The list should be received by Dr. Oranika no later than 4 p.m. on October 8, 2021.
2. The principal shall designate a mentor for each new teacher who is in their first year or second year in the teaching profession. Mentors shall be selected based on qualifications recommended by the state superintendent of education. The criteria for mentor selection are contained in the Alabama Teacher Mentor and Induction Manual. The manual may be accessed at <https://www.alabamaachieves.org/teacher-center/teacher-mentor-program/>. Mentors shall advise and offer instructional counseling to the new teacher. The mentor must concur with his/her selection.
3. The ATMP will provide an annual stipend of \$1,000 to each mentor assigned to a first-year or second-year teacher named on the list submitted to the ALSDE by the LEA. The \$1,000 is the base stipend to the mentor without any applicable fringe benefits being withheld.
4. Although the teacher will receive a \$1,000 stipend, the LEA will receive \$1,200 from the ALSDE. The extra \$200 represents the employer withholdings for each mentor stipend.

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5. Payment of the stipend by the LEA to individual classroom teachers serving as mentors shall be made in two payments of \$500. Payment of the stipend to a contracted retired or former teacher designated as mentor shall be made in two payments of \$500. The LEA will receive \$600 with the extra \$100 used to cover the employer withholding for each mentor.

For purposes of this program, “no prior experience” shall **include** teachers who:

- Have only taught in a substitute capacity in multiple classrooms or in the same classroom for less than a semester.
- Taught during the previous year but have taught less than a full semester in their own classroom.

For purposes of this program, “no prior experience” shall **exclude** teachers who:

- Are new to the system but have previously taught in other system(s) or other state(s) for more than two years.
- Have previously taught in a private school setting for more than two years.

Additional information regarding an upcoming WebEx including a date and time will be forthcoming. The purpose of the WebEx is to familiarize mentor liaisons with guidelines for the ATMP.

If you have questions regarding the ATMP, please contact Dr. Oranika at (334) 694-4714 or via email at poranika@alsde.edu.

EGM/PO/HMS

cc: City and County Human Resource Directors
Mrs. Angela Martin
Dr. Jayne A. Meyer
Dr. Patience Oranika

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