



STATE OF ALABAMA
DEPARTMENT OF EDUCATION



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

August 4, 2020

Alabama
 State Board
 of Education

MEMORANDUM

Governor Kay Ivey
 President

TO: City and County Superintendents of Education

Jackie Zeigler
 District I
 Vice President

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

Tracie West
 District II

SUBJECT: Alabama Teacher Mentoring Program (ATMP)

Stephanie Bell
 District III

The ATMP had a successful year and is again being fully implemented statewide during the 2020-2021 school year. The ATMP will fully fund mentor support for teachers in **their first and second year** in the teaching profession. In order 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.

Yvette M. Richardson, Ed.D.
 District IV
 President Pro Tem

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 21, 2020. 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 5, 2020.

Tommie T. Stewart, Ph.D.
 District V

A Memorandum of Agreement (MOA) between the ALSDE and each LEA will be sent at a later date. The MOA must be signed by each local school superintendent, chief school financial officer, and the ATMP district liaison.

Cynthia McCarty, Ph.D.
 District VI

Jeff Newman
 District VII

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 on the basis of qualifications recommended by the state superintendent of education. The criteria for mentor selection are contained in the Alabama Teacher Mentor and Induction Manual. Mentors shall advise and offer instructional counseling to the new teacher. The mentor must concur with his/her selection.

Wayne Reynolds, Ed.D.
 District VIII

Eric G. Mackey, Ed.D.
 Secretary and
 Executive Officer

3. Each mentor currently employed as a classroom teacher shall continue his/her normal teaching responsibility in addition to providing assistance to one new teacher and shall receive a stipend for the academic year.
4. Stipends equivalent to \$1,000 per first-year teacher named on the list submitted to the ALSDE will be disbursed to LEAs. The \$1,000 includes the stipend and all applicable fringe benefits for each mentor of a first-year teacher who has had no prior teaching experience.
5. Payment of the stipend by the LEA to individual classroom teachers serving as mentors shall be made in two payments of \$500, less the required employer and employee matching for applicable fringe benefits. Payment of the stipend to a contracted retired or former teacher designated as mentor shall be made in two payments of \$500.

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 another system(s) or another state(s) for more than two years.
- Have previously taught in a private school setting for more than two years.

Further 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/SG

cc: City and County School Systems Human Resource Directors
Dr. Daniel Boyd
Dr. Jayne A. Meyer
Dr. Patience Oranika

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