



STATE OF ALABAMA
DEPARTMENT OF EDUCATION



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

September 25, 2023

MEMORANDUM

TO: City and County Superintendents of Education

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

RE: Alabama Teacher Mentoring Program (ATMP)

The ATMP had a successful year last year and will be implemented statewide during the 2023-2024 school year. The ATMP funds provide support for teachers in **their first and second year** in the teaching profession. 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 **October 6, 2023**, to identify themselves as the LEA mentor liaison.
2. The mentor liaison is required to submit demographic information for each mentor and mentee teacher within the LEA. The mentor and mentee demographic information must be completed in its entirety. The demographic information for each mentor and mentee must be received by Dr. Oranika no later than close of business on **October 20, 2023**.
 - The mentees may have **no** teaching experience in **any** LEA beyond the first and second year.
3. The ATMP will not include first- or second-year teachers who:
 - Are new teachers to the LEA but have previously taught in another LEA or state(s) for two years or more.
 - Have previously taught in a private school setting for more than two years.
 - Serve as an adjunct instructor.
 - Serve as a Speech-Language Pathology Assistant (Level 1 or Level 2).
 - Teach on a Substitute License.
4. The principal shall designate a mentor for each mentee who is in their first or second year in the teaching profession. The mentor must agree to serve in this capacity. Each mentor must have a minimum of three years of successful teaching experience. Exceptions must be approved in writing if a mentor teacher cannot be found with the required years of experience. Additional selection criteria are in the Mentoring Basics: Best Practice Resources. Mentors shall advise and offer instructional counseling to the new teacher.

Alabama
 State Board
 of Education

Governor Kay Ivey
 President

Jackie Zeigler
 District I

Tracie West
 District II
 Vice President

Stephanie Bell
 District III

Yvette M. Richardson, Ed.D.
 District IV

Tonya S. Chestnut, Ed.D.
 District V
 President Pro Tem

Marie Manning
 District VI

Belinda McRae
 District VII

Wayne Reynolds, Ed.D.
 District VIII

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

5. The LEA will receive \$1,200 from the ALSDE. The ATMP will provide an annual stipend of \$1,000 to each mentor (base salary) assigned a first-year or second-year teacher named on the list submitted to the ALSDE by the LEA. No funds should be deducted by the LEA from the \$1,000 stipend. The extra \$200 is to cover the fringe benefits for each mentor stipend. Payments will be remitted twice a year in the amount of \$600 (\$500 for the mentor and \$100 fringe benefits).
6. The teacher shortage has created an influx of new teachers. Therefore, beginning with the 2023-2024 school year, the ATMP will hold meetings every other month with the district liaisons to provide program updates and guidance due to changes in support. The ALSDE will also institute additional monitoring measures. Upcoming dates and changes will be communicated in writing.

Additional information regarding a WebEx meeting including a date and time will be forthcoming. The purpose of the meeting is to familiarize mentor liaisons with guidelines and expectations 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/MSF

cc: City and County Human Resource Directors
Mrs. Angela Martin
Ms. Shavon Y. Harris
Dr. Patience Oranika

FY23-2071