Mentor Position Description
for Clear Administrative Services Credential Program
(ACT II) 2023-2024

This position is for qualified mentors with substantial and successful prior experience as a site or district administrator who will mentor a current site or district administrator as the new administrator completes the requirements of the Commission on Teacher Credentialing accredited Clear Administrative Services Credential Program. At San Mateo County Office of Education, the program is called ACT II.

Mentors are matched to a candidate based on need from that year’s program enrollment and related administrative experience and context. For each match, Mentors commit to forty (40) hours of individual coaching of each candidate within the course of a school year. Mentors also attend twelve hours of professional learning with the Mentor cohort at SMCOE and one full day of their candidate’s orientation to the program. Mentors are stipended $2,500 for each candidate per year.

Requirements for Eligibility
- Valid Clear Administrative Services Credential in California (verified on CTC website)
- Minimum of 5 years prior administrative experience as a site, district or program administrator
- Minimum of 3 years of coaching/mentoring experience
- Experience in coaching or equity-centered leadership work (strongly preferred, not required)
- Valid California Driver’s license

Responsibilities of an ACT II Mentor:
- Develop a relationship with the candidate characterized by openness, sharing, and reflection.
- Meet with the candidate for a minimum of four hours per month from September through June;
- Assist the candidate in completing an Individualized Leadership Growth Plan (leadership goals) and revising it as needed;
- Provide support directly to the candidate or facilitate access to other supporting mentors;
- Maintain program log of meetings provided by the program
- Maintain confidentiality about the information gathered in regard to practice/performance. Information regarding completion, or consultation on performance matters raised, may be shared with ACT II program administrators;
· Attend full day mentoring professional development sessions provided by the ACT II program (full day in September)
· Attend Day 2 of Candidate’s Initial Professional Development;
· Attend professional development seminars with the candidate that matches the candidate’s Individualized Leadership Growth Plan, *these meetings are optional for mentor*;
· Attend quarterly two-hour mentoring meetings (Oct, Dec, Feb) with the ACT II Program;
· Communicate questions or concerns about the ACT II Program, including concerns about the candidate partnership, with the ACT II Program Director;
· Participate in the program evaluation process
· Serve as an exemplary professional role model;
· Support a whole-hearted commitment to equity-centered schools and classrooms, through the promotion of effective practices demonstrated to eliminate the opportunity and achievement gap for students (students of color, English Language Learners, students in low socio-economic status, students with disabilities, etc.)
· Ability to get to candidate’s school or work site for individual coaching meetings or conduct via video or teleconference when work conditions dictate remote coaching.

**Equal Employment Opportunity**
The Office is an equal employment opportunity employer and is committed to implementing a policy of nondiscrimination in all aspects of employment. The Office shall provide equal opportunity to all applicants and employees without regard to race, color, religion, pregnancy, sex, sexual orientation, gender identity or perceived sex or gender, genetic information or characteristics (with respect to the applicant, employee, or a family member), national origin, ancestry, age, physical or mental disability, medical condition, family care status, marital status, veteran’s status, uniformed service, or other basis protected by state or federal laws.