

# NORTH GEORGIA CONFERENCE DIRECTORS ASSOCIATION

## JOB DESCRIPTION FOR MENTORS

- Thoroughly familiarize yourself with the most recent certification procedure available online at <http://www.ngumc.org/preschoolassociation>.
- Upon receiving a school assignment, email and/ or call and introduce yourself. Offer any helpful insights you may have about the process.
- Establish a plan to stay in touch. Touch base again within the month and offer to visit the school, if feasible. Review topics to be evaluated and offer helpful suggestions, copies of documentation, etc.
- Call again in January and February. Keep in touch - keep encouraging! Assist director in monitoring progress of the self-study.
- Remind director of the end of February deadline for receipt of the completed self-study notebook. You should have the notebook in hand by the last Friday in February.
- Notify the certification chairperson regarding status of assigned school by the end of February. If a school has been unable to complete the self-study encourage the director to continue the process by completing the deferment form and re-applying the following year.
- If the school has completed their self-study, schedule an on-site visit.
- Read the self-study packet and proof of documentation carefully. Take notes to clarify points at the on-site visit.
- Complete the on-site visit along with another experienced director (the visitor will be arranged for you, you just need to coordinate the onsite visit).
- Once the visit completed make time to go over the onsite evaluation and the documentation with the other experienced director.
- Complete the self-study packet (criteria met/ not met) and write a summary letter. The letter should include the status of certification, either certified or deferred. If the school needs to make corrections have them complete the deferment form. If the school is receive their certification make copies of the letter and self-study packet and send them to the certification chairperson.
- Mail the summary letter to the director.
- Call or email to congratulate the director or encourage to continue the certification process.
- Return original completed self-study packet and documentation to the applying school

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## Mentor Timeline:

<b>November</b>	Mentors are assigned. Make initial introduction and make sure they've gotten started on their self-study notebook!
<b>January</b>	Check in with applying school, if possible schedule a visit. Remind the director of the <b>last Friday in February</b> deadline for you to receive the self-study notebook.
<b>Last Friday in Feb.</b>	Deadline to receive self-study packets.
<b>March 1</b>	Either schedule an onsite visit or notify the certification chairperson if certifying school will defer.
<b>March 1 - 31</b>	Review and evaluate the self-study packet and documentation THEN visit the certifying school with another experienced director.
<b>April 1</b>	Deadline to notify certification chairperson whether or not the applying school has met the standards for certification.
<b>April</b>	Mail original summary letter to applying school and copy of the letter and the certification checklist to the certification chairperson.