

# NORTH GEORGIA CONFERENCE DIRECTORS ASSOCIATION

## JOB DESCRIPTION FOR MENTORS

- Thoroughly familiarize yourself with the revised certification procedure.
- 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 February 22nd deadline for mailing completed self-study packet.
- Notify the certification chairperson regarding status of assigned school by March 1st. If the applying school decided to withdraw, encourage them to continue the process and reapply next year.
- 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. Make copies of the letter and self-study packet and send them to the certification or 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.