

Burbank Unified School District
and
Burbank Teachers Association

Memorandum of Understanding

Professional Mentor for BTA Members on Plans of Assistance

The District and the Association continuously strive to improve the quality of education. In order for students to succeed in learning, and for teachers to be successful, the District and the Association agree to cooperate in the design and implementation of programs to improve the quality of instruction.

- Professional Mentors are an important aspect in assisting teachers on Plans of Assistance.
- The criteria for Professional Mentors are as follows:
- Professional Mentors shall:
 - Be credentialed, permanent teacher.
 - Have five years of classroom experience within or outside of Burbank USD.
 - Have satisfactory evaluations in the last two evaluation cycles.
 - Be a classroom teacher two of the last three years.
 - Participate in training related to fulfilling the Professional Mentor responsibilities.
 - Meet in person with assigned BTA teacher on an assistance plan (assigned teacher) at least twice a month.
 - Initiate weekly contact with assigned teacher via email, phone or in person.
 - Provide materials and resources to support assigned teacher.
- The District shall provide release time for the Professional Mentor and assigned teacher as approved by the site administrator(s).
- The Professional Mentor shall keep logs of meetings, trainings, and observation times. The logs will be maintained in Instructional Services.

- All communication between the Professional Mentor and the assigned teacher shall remain confidential and non-evaluative.
- The annual stipend for a Professional Mentor shall be
 - \$1600 with one teacher
 - \$2956 with two teachers

Application and Interview Process for Professional Mentors

- The District will post positions for Professional Mentors.
- Applicants shall provide the following:
 - Two letters of reference:
 - One from current administrator
 - One from a professional educator of the applicant's choosing
- Applicants shall be interviewed.
 - Two District and two BTA representatives on the interview panel for Professional Mentors
- This process will establish a pool of Professional Mentors.

Diana Abate

For the Burbank Teachers Association

Steve Schack

For the Burbank Unified School District

12-9-15

Date

12-9-15

Date