



New Superintendent Mentoring Program

Mentoring Agreement

The Mentor agrees:

- To honor the confidentiality of work with the New Superintendent.
- To develop a trusting relationship with the New Superintendent.
- To provide one-on-one support to the New Superintendent throughout the year.
- To provide monthly contact either by phone or in person beginning in June.
- To employ techniques such as questioning, active listening, scripting observations, role play, shared resources, joint problem solving, shadowing, research study, modeling and, when appropriate, and direct instruction to develop the leadership capacities of the New Superintendent.
- To gather, analyze and reflect on information about the New Superintendent and the district by visiting the new superintendent's district twice during the year and having the new superintendent visit the mentor's district twice each year.
- To serve as a support to the New Superintendent whenever possible by securing information, contacts, and other resources as requested and as appropriate.
- To respond to the New Superintendent in a timely manner via telephone or email.
- To honor the demanding schedule of the New Superintendent.
- To commit to supporting the success and effectiveness of the New Superintendent as the primary focus and purpose of the program.
- To participate in the evaluation of the program and to contribute ideas to the design and revision of the program.
- To contact the KASA New Superintendent Mentoring Contact (Mike Mathes-mmathes@usd345.com) early on if the match with the New Superintendent is incompatible.
- To complete the administrative responsibilities of the mentoring program in a timely fashion.

The New Superintendent agrees:

- To fully avail him/herself of the support offered by the KASA Mentor.
- To approach the mentoring relationship with openness and honesty.
- To arrange for observations of real-work situations that will allow for targeted mentoring including at least 2 visits to the mentor's district.
- To participate in the evaluation of the program and to contribute ideas to the design and revision of the program.
- To take full advantage of written materials and other resources made available by KASA.
- To notify KASA New Superintendent Mentoring Contact (name of KASA coordinator) early on if the match with the IASA Mentor seems not to be working.
- To provide feedback to KASA on the effectiveness of the mentoring process.

(Please sign the second page and return to the USA|Kansas – KASA office via fax (785-232-9776)

I have received a copy of the KASA New Superintendent Mentoring Agreement.

New Superintendent's Name (please print): _____

New Superintendent's Signature: _____

Date: _____

KASA Mentor's Name (please print): _____

KASA Mentor's Signature: _____

Date: _____

KASA Contact:

Mike Mathes, Superintendent
Seaman USD 345
901 NW Lyman Road
Topeka, KS 66608
785-575-8600
mmathes@usd345.com



**KANSAS ASSOCIATION OF SCHOOL ADMINISTRATORS
NEW SUPERINTENDENT MENTORING PROGRAM**

Mentor Disclaimer and Release

I understand that as a mentor participating in the Kansas Association of School Administrators' New Superintendent Mentoring Program, any advice I provide in the course of the mentoring relationship is solely for the purpose of guiding the new superintendent in his or her career. I understand this relationship is designed to be an educational resource to discuss general issues regarding the superintendency, including, but not limited to, relationships with the board of education, lower level administrators, teachers and students, dealing with parents and constituents, student discipline, Kansas State Department of Education requirements, professionalism and ethics. I understand that the new superintendent will not rely upon my advice and/or statements as legal advice and that the advice I give will not be relied upon by the new superintendent as a substitute for his or her own independent professional judgment. I understand that my relationship with the new superintendent is not for the purpose of evaluating his or her performance under State law or district evaluation plan.

I recognize and agree that if I learn that the new superintendent has engaged in serious professional misconduct, I may be obligated to report the conduct to the Kansas State Board of Education, the Kansas Department of Social and Rehabilitation Services or other appropriate agency.

I hereby agree that in no event will I file a lawsuit or other action or otherwise attempt to hold responsible for damages the new superintendent I am assigned to mentor, or the Kansas Association of School Administrators or the employees, agents or board of directors of the aforementioned parties.

Signature of Mentor

Date

Mentor's Name (please print)

