

ESP Mentoring in Oregon

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AGENDA

Explore benefits of an ESP mentoring program

Look at two ESP mentoring programs in Oregon

Discover how you can build and launch an ESP mentoring program

Questions

Benefits of Mentoring



Mentoring.....

is a partnership between two individuals (the mentor and the mentee) that focuses on the common goal of developing a mentee's personal and professional skills through a strong learning relationship.

Not a new concept in the education field but new to **ESPs**.



ESP mentoring programs are beneficial to all stakeholders

LW

Mentees

- Skills
- Support
- Self-worth
- Professional value
- Relationships

KG

Mentors

- Respect as leaders
- New perspectives
- Career satisfaction

LW

Local and State Association

- Leadership pipeline
- Networking across worksites
- A culture of learning and joint problem solving
- Decreased grievances and employee issues

AO



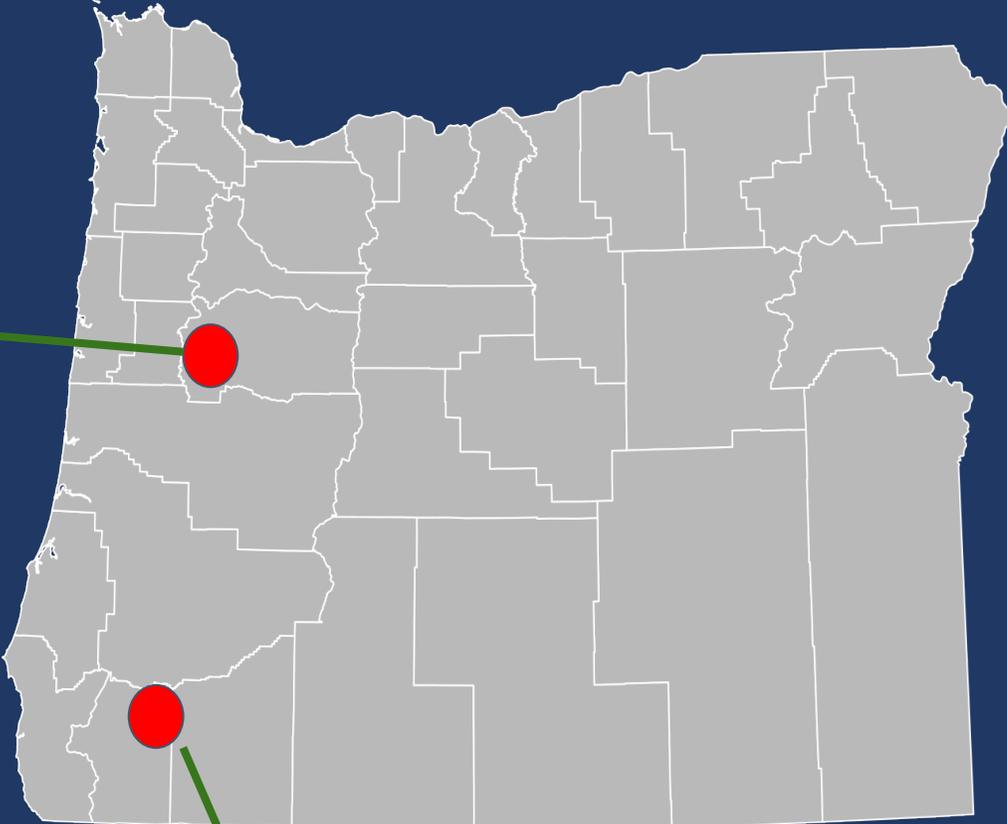
District

- Retention
- Trained employees
- Decreased conflicts
- Student success

KG

**Today you will
learn about
two ESP
mentoring
programs**

**Lebanon
LESPA**



**Grants Pass
GP ACE**

Each program is unique.

There is no one size fits all



LESPA OUR JOURNEY

We saw the need and began developing an ESP mentoring program with District Leadership

Team accepted into NEA ESPs Peer Mentoring Program in Washington DC

Worked closely with NEA ESPQ on developing our program

Applied for and received NEA grants in the amount of \$11,500 to develop and implement part of the program the first year. The LCSD partnered and funded the rest of the program the first year and the entire amount the following years.

LW/KG



Lebanon

We are in year **4** of our nationally recognized ESP mentoring program



Our “WHY”

“To empower ESP employees to make a positive difference so that every student has the opportunity to succeed.”



Grants Pass ACE

Our Journey



Our current retention rate for classified staff is 40%. This caused us to begin developing a GPACE mentoring program in February 2023.

Our team was accepted into the NEA ESP Peer Mentoring Program in Salt Lake City.

We applied for and received NEA grants in the amount of \$24,500 to develop and implement the program.

GPSD also committed \$10,000 to the pilot program.

There are two classified mentoring programs in the entire state, and we are one of them!

Program Framework



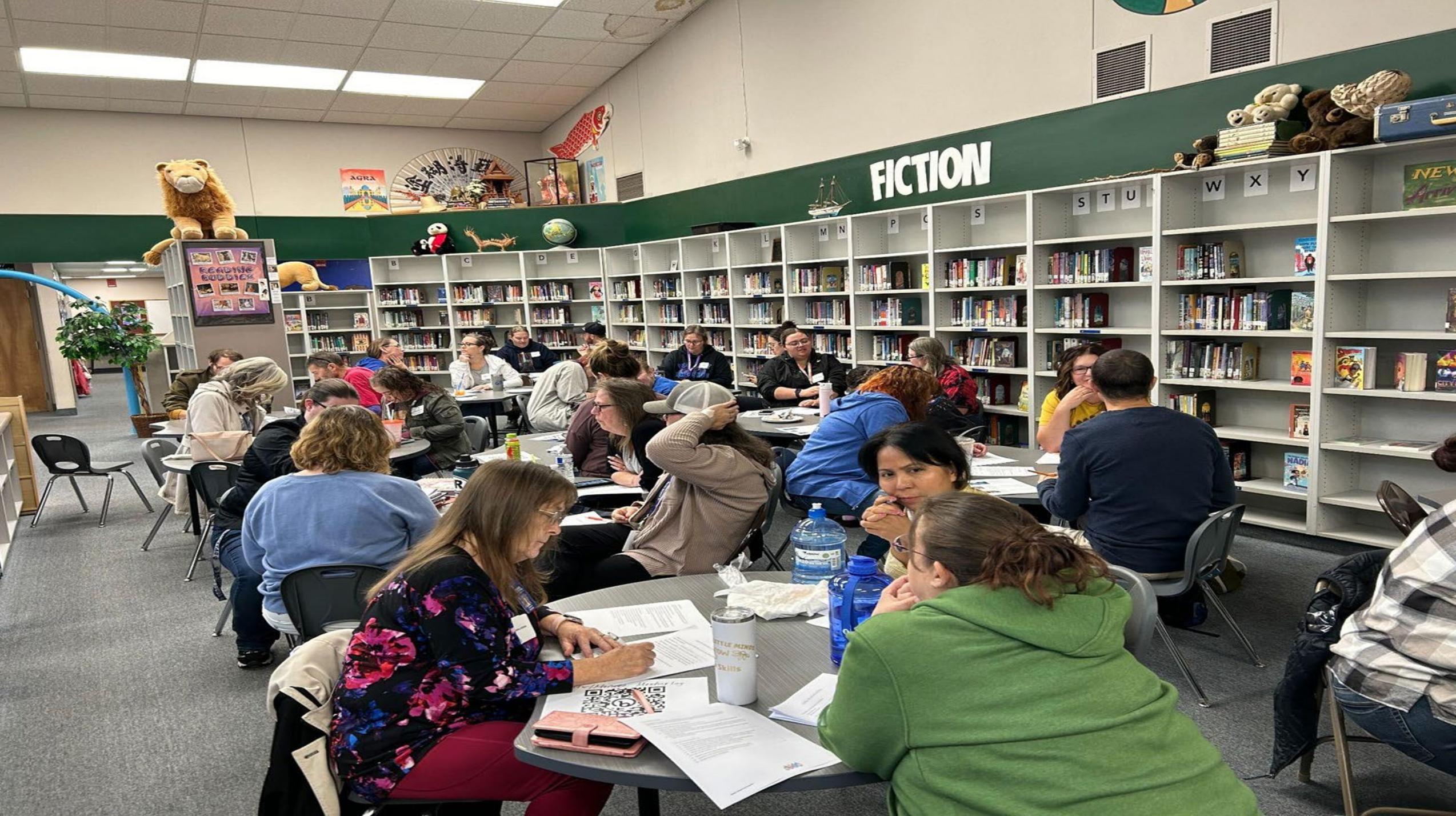
Lebanon Education Support Professionals

- Mentors apply in the spring via application
- Full-day mentor training/half day refresher in August, stipends
- Mandatory for **all** new hires(currently 54, last year 114)
- Supported by 32 mentors
- Matched by building and job family
- Mentors paid \$250 per mentee supported, paid in June



Grants Pass ACE

- We selected three schools to pilot the mentor program (two elementaries and one middle school).
- We held a full-day mentor training in August and trained 14 mentors.
- In September, our 14 mentors were assigned to 21 mentees.
- At the end of September, we held a gathering for our mentors and mentees to get acquainted with each other, to create SMART goals, and to create their meeting schedule for the year.
- We held another mentor training in September and are up to 21 mentors.
- Each mentor is paid \$300 per mentee they work with.



FICTION

READING BUDDIES

AGRA



S T U

W X Y

NEW

QR code and documents on a table.

WHITE PAPER
SKILLS

Program Supports



Lebanon

- **Program Coordinators** -Three coordinators (1 part time release)
 - Monthly mentor support meetings
 - Monthly mentor newsletter
 - Monthly focus topic with support materials
 - BIPOC affinity space
 - Assign all mentors with mentees
- **Lebanon School District** -
 - Monetary support
 - Program support
 - Release time to meet during work hours
 - MOU and Contract language
- **OEA** - Assists with training and training materials
- **NEA**- Assistance developing program, Grant, follow up support

Grants Pass

- **Laura Warren** - Our mentor for our mentoring committee! Our program would not be successful without her guidance and support.
- **Program Coordinators** - Our Mentoring Committee is serving as the Program Coordinators for the pilot program.
- **OEA** - Allison is our UniServ Consultant and she is part of our Mentoring Committee.
- **NEA** - We received a \$24,500 grant from NEA.
- **Grants Pass School District** - GPACE runs the entire mentor program with support from the Grants Pass School District. The District also committed \$10,000 toward the mentor program this year and another \$10,000 for next year.

Program Expectations

Almost the

Same

Mentors Agree to.....

- Take the mentoring program seriously- stipends paid in June after completion
- Have realistic expectations
- Participate in mutually agreed meetings
- Document meetings and supply logs
- Practice confidentiality and provide encouragement
- Keep a reflection log with mentee
- Refrain from reprimanding or disciplining mentee
- Recourage mentors job is not to evaluate mentee
- Fill out exit forms and provide program feedback

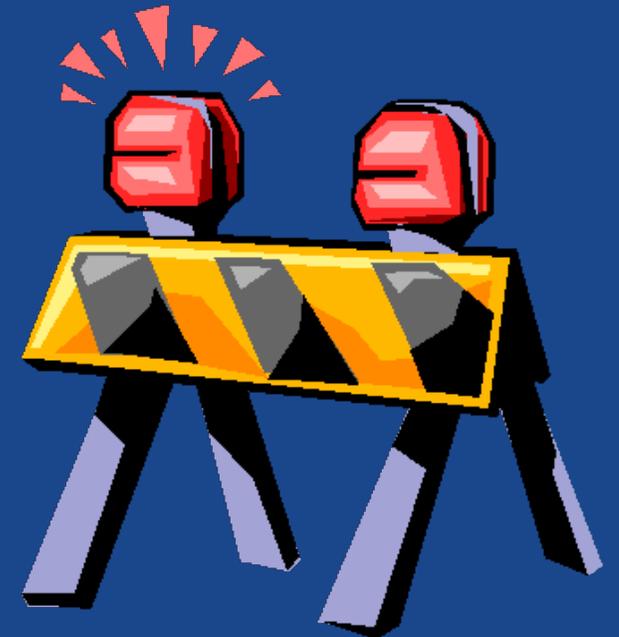
Mentees Agree to.....

- Participate in the program
- Respond to their mentor
- Set a SMART Goal (Specific, Measurable, Attainable, Relevant, Timely)
- Work towards completion of their SMART Goal
- Accept feedback
- Self Reflect

Successes



Road blocks



Building and launching a mentoring program can seem daunting

Where do you start?

Who should be involved?

Where do we get help?





**Your biggest
support is
*each other!***

- Don't reinvent the wheel.
- Let locals that have established programs help you get started.

NEA Support

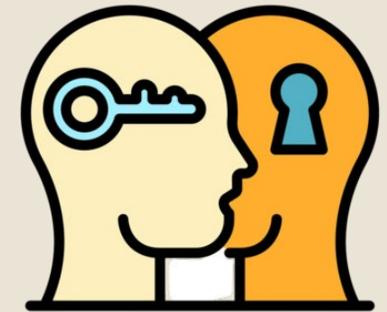
Grants



Trainings



On going mentor support for your local planning and implementation team



NEA Learning Path

ESP Peer Mentoring Learning Path Course.....
is a free online learning path composed of four
courses that may be taken by an individual or a
team. Participants will learn how to build and
support ESP peer mentoring programs that
empower ESPs.

- No fees
- Online format
- Takes 10-14 hours to complete



ESPs Supporting Our Own Through Mentoring

EDUCATION SUPPORT PROFESSIONALS:

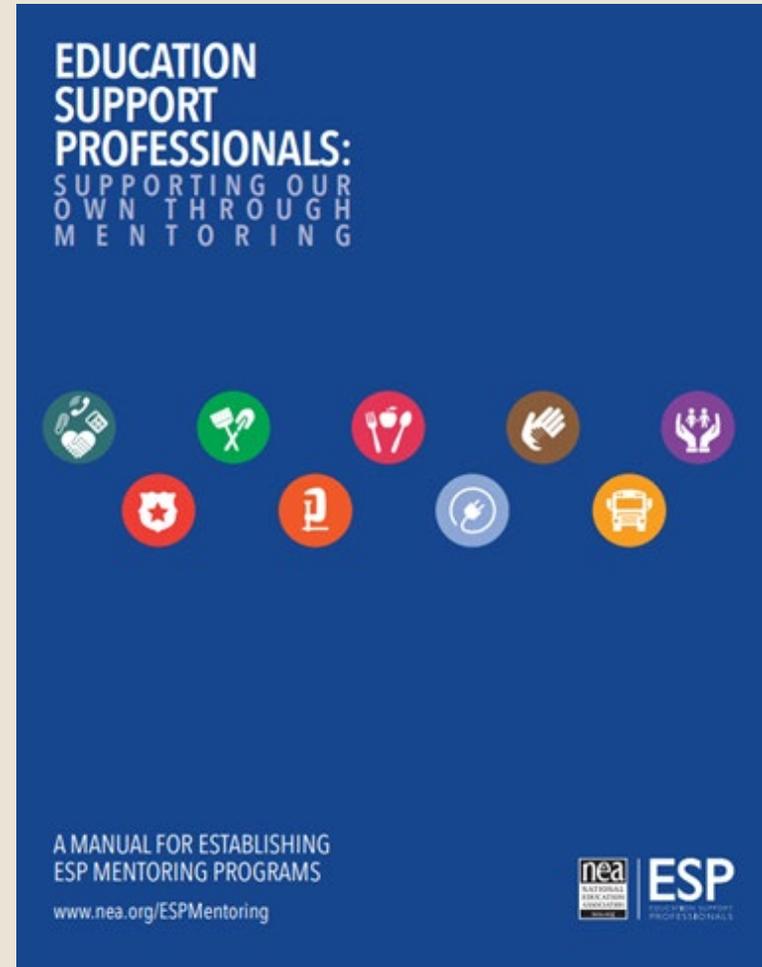


Chart Your Own Path to Your Own Unique ESP Mentoring Program



- It can seem like a daunting task, but it is doable!
- Don't bite off more than you can chew in your first year
- Be creative, make the needed change
- Gathering support for the program can be a challenge
- Many hands make less work
- A lot of work on the front end, but it's totally worth it!

It is up to you to take the first step!



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Overview of LESPA LCSD ESP Mentoring Program Lebanon Oregon

The Lebanon Education Support Professionals Association and Lebanon Community School District have worked together to create and sustain a nationally recognized ESP mentoring program within the Lebanon Community School District. The program supports all newly hired ESP employees. (as well as employees that request a mentor for a new assignment within the district) This means all new hires, in every job classification, in all buildings. Participation and completion of the program by new hires, is a requirement for their continued employment with the district. This is the fourth year of implementation of the joint program.

- 56 Current year new hires supported in all job classifications. Last year we supported 114 new hires.
 - New hires exposed to the program through mandatory new hire training day
 - Welcome email sent to each new hire within one week of hire date. This explains the program and expectations. It includes a video and contact information.
 - Matched with a mentor within their building and/or job classification
 - Within second week are welcomed by their mentor and begin the program
- Serve 12 work/department locations
 - Three K-5 Schools
 - Three K-8 Schools
 - One 6-8 Middle School
 - One 9-12 High School
 - One Transportation Department
 - One Facilities Department
 - One District Office Building
- We have 32 mentors currently serving this year
- Each mentor supports a single or a group of mentees
 - They meet several times monthly with mentees (ten, 30 minute meetings)
 - Support individual needs
 - Support group needs with a different meeting focus each month
 - Meet with mentees during work hours
 - Assigned by building and job type when possible
 - Have additional support as needed for mentee from program coordinators as needed, by individuals or groups of mentees
- Two planned all district mentee/mentor events per year
- Mentors are recruited, selected through application process with reference checks (program coordinators)
- Mentors are trained prior to being assigned mentees

- Mentors are paid \$100 for their day of training/refresher training
 - Training is provided by the mentoring team, the Oregon Education Association, and current mentors
- Mentors receive a stipend of \$250 for each mentee they support for the year paid out to them in their June paycheck
- Mentors are supported by three Program Coordinators that receive a stipend of \$1,000 each (one being a halftime release position)
 - Assigning new hires throughout the year
 - Provide assistance to mentors as needed
 - Monthly Mentor emails
 - Monthly meeting focus and supporting materials provided to mentors to share
 - Monthly Mentor support meetings
 - Shared document file to record meetings and have access to needed documents
 - Electronic files created and maintained for each mentor by program coordinators
 - Develop handbook with all forms
 - Forms created and maintained in an electronic format
 - Complete all paperwork
- All mentors and mentees complete exit forms to provide feedback on the program. This information is reviewed by the mentoring committee to adjust the needs of the program for the next year for both mentors and mentees.

The program costs were initially paid for with a \$12,500 grant from NEA and cooperation with the Lebanon Community School District to pay for the other half. An MOU was created with full support from LESPA, district leadership, and the school board for the district to fully fund the program out of the yearly budget after the first year of implementation. Subsequent contract language was created and agreed upon. We continue to receive support from the Oregon Education Association as needed for staff support, trainers and training materials.

The program is completely run by the local, supported financially by the district, and reviewed by all parties at the end of each year to ensure the program adjusts to the changing needs of our ESP program to ensure success.

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Overview of Grants Pass ACE Mentoring Program Grants Pass, Oregon

The Grants Pass Association of Classified Employees and the Grants Pass School District have worked together to create a mentoring program for classified members within the Grants Pass School District. The 2023-2024 school year is our first year of the program, and we selected five schools to be our pilot schools for this year: Lincoln Elementary, North Middle School, Parkside Elementary, Riverside Elementary, and South Middle School. Our pilot program provides mentors to newly hired Educational Assistants (including SPED Assistants) at these five pilot schools. Our goal is to expand the mentoring program to all schools/worksites and all classifications in the next five years.

- **28 Current year new hires have been assigned to a mentor.**
 - New hire EAs are exposed to the program through a mandatory new hire orientation.
 - Welcome email sent to each new hire within one week of the new hire orientation. This explains the program and expectations.
 - Matched with a mentor within their building if possible, and/or job classification.
 - Within one week of being assigned to a mentor, mentees are welcomed by their mentor and begin the program.
- **Serve 5 Schools**
 - Lincoln Elementary
 - North Middle School
 - Parkside Elementary
 - Riverside Elementary
 - South Middle School
- **We have 24 mentors currently serving this year**
- **Each mentor supports a single mentee or a group of mentees**
 - They meet several times monthly with mentees (ten, 30 minute meetings per year)
 - Support individual needs
 - Support group needs with a different meeting focus each month
 - Assigned by building and job type when possible
 - Have additional support as needed for mentee from program coordinators as needed, by individuals or groups of mentees
- **Two planned all district mentee/mentor events per year**
- **Mentors are recruited, selected through application process with reference checks by the program coordinators**
- **Mentors are trained prior to being assigned mentees**
- **Mentors are paid \$100 for their day of training/refresher training**
 - Training is provided by the mentoring team, the Oregon Education Association, and current mentors
- **Mentors receive a stipend of \$300 for each mentee they support for the year paid out to them in their June paycheck**
- **Mentors are supported by five Program Coordinators that receive a stipend of \$1,000 each**
 - Assigning new hires throughout the year
 - Provide assistance to mentors as needed

- Monthly Mentor emails
 - Monthly meeting focus and supporting materials provided to mentors to share
 - Monthly Mentor support meetings
 - Shared document file to record meetings and have access to needed documents
 - Electronic files created and maintained for each mentor by program coordinators
 - Develop handbook with all forms
 - Forms created and maintained in an electronic format
 - Complete all paperwork
- All mentors and mentees complete exit forms to provide feedback on the program. This information is reviewed by the mentoring committee to adjust the needs of the program for the next year for both mentors and mentees.

We received a \$24,500 grant from the National Education Association to fund the program, and the District has also provided \$10,000 for this year and \$10,000 for next year. We added language to our contract during 2023 bargaining to solidify the mentor program and the District funding for the first two years. We continue to receive support from the Oregon Education Association as needed for staff support, trainers, and training materials.

The program is completely run by the local, supported financially by NEA and district for the first year, and fully supported financially by the district in the second year.

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