GRANITE ASSOCIATION OF EDUCATIONAL OFFICE PROFESSIONALS

ELEMENTARY · DISTRICT · SECONDARY

MENTOR PACKET

GAEOP Mentor Program
For Mentors, Mentees, Administrators, and the
Mentor Advisory Committee

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1. ABOUT THE PROGRAM

Purpose:
The purpose of the mentor program is to provide effective instruction to new secretaries in Granite School District and help secretaries who transfer to a new position within the District.

Definition:
Mentor: The secretary assigned to train (mentor) the new/transfer secretary
Mentee: The new/transfer secretary to be trained (mentored)
Transfer Secretary: Current employee moving from one position within Granite School District to Principal Secretary, Financial Secretary, or Registrar at a school location
New Secretary: New to Granite School District as a Principal Secretary, Financial Secretary, or Registrar
Term: HR determines the start date of the mentor and the term is either 6 or 12 months, depending on transfer vs new secretary, respectively

Stipend:
A one-time stipend of up to $300 for a new secretary (12-month assignment) and up to $150 for a transfer secretary (6-month assignment) may be paid to the mentor based on the Mentor Advisory Committee's evaluation of the mentor's performance and associated paperwork.

Mentor Advisory Committee:
The Mentor Advisory Committee shall consist of the following members:
- Human Resources Administrator for GAEOP
- GAEOP President or Vice President
- A District, Elementary, or Secondary Administrator
- GAEOP Board Member over Mentoring

The Mentor Advisory Committee will evaluate the mentor's paperwork at the end of their term to determine the approved stipend.

Assigned Mentors:
The GAEOP President and the Human Resources Administrator for GAEOP will work together to assign a mentor to a mentee. Once mentors are selected and assigned, the mentor's school administrator must approve for the mentor to be away from their regular job assignment by signing an agreement. (It is anticipated that the initial visit will be the only contact where the mentor travels to the mentee's school, but is not the rule.) Mentors and mentees will likewise sign an agreement to provide and receive mentoring, respectively. Mentors will be chosen for mentees based on their job assignment (Principal Secretary, Financial Secretary, Registrar, etc.) and school needs, such as being a Title I school.

2.   **MENTOR** – INSTRUCTIONS & CHECKLIST

Mentor Information & Responsibilities:
- Mentors should have a desire to help other secretaries succeed
- Mentors should have the ability to develop the skills of others
- Mentors should have up-to-date knowledge of Granite School District policies and procedures
- Mentors must have effective organizational skills
- Mentors must have a minimum of three years of school secretarial experience
- Mentors will be reviewed annually by the Mentor Advisory Committee
- Mentors may be an active mentor for a maximum of three consecutive years
- Mentors may have no more than two mentees at a time
- Mentors shall sign an agreement to be a mentor and notify the Human Resources Administrator for GAEOP and the GAEOP designated committee member of the Mentor Advisory Committee if they cannot fulfill their responsibility after beginning
- Mentors shall keep a progress log of all visits, phone calls, emails, IMs, and other communications with their mentee
- Mentors shall turn in all required paperwork to the GAEOP designated committee member of the Mentor Advisory Committee by the end of their term to qualify for the stipend

Mentor Checklist:
- ☐ Sign Agreement and send to the GAEOP designated committee member of the Mentor Advisory Committee
- ☐ Perform mentoring responsibilities throughout the school year as outlined in this packet
- ☐ Introduce yourself to your mentee's administrator
- ☐ Obtain permission from your administrator for all in-person visits with your mentee
- ☐ Keep a progress log of all visits, phone calls, emails, IMs, and other communications with your mentee
- ☐ Fill out evaluation form at the end of your term
- ☐ Turn in paperwork to the GAEOP designated committee member of the Mentor Advisory Committee at the end of your term

GAEOP
Granite Association of Educational Office Professionals

_____ I willingly accept the assignment of Mentor to
(mentor name)

_____ at _____
(mentee name)   (school location)

for ___ 6 ___ 12 months and understand the requirements as outlined in the Mentor Packet.
(check one)

Mentor Signature: _____ Date: _____

(Mentor – sign, date, and send this form to the GAEOP designated committee member of the Mentor Advisory Committee who will then obtain the HR signature and return an executed copy to you.)

Human Resources: _____ Date: _____

Official Start Date: _____

GRANITE ASSOCIATION OF EDUCATIONAL OFFICE PROFESSIONALS

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_____   _____
(mentor name)   (mentor employee #)

_____   _____
(mentee name)   (mentee school)

Please keep a log of your encounters with your mentee using the log below. Enter the date in which you fulfilled the action (clarify the action on months where you have options, such as phone calls, emails, IMs, and/or in-person visits) and write a short description of the encounter. Describe what you helped with, what the mentee's questions(s) were, and how you helped. Write your observations; positives, negatives, etc. Does the mentee need help that you cannot give? Is the mentee responsive to your help? Provide evidence of at least five (5) contacts from September – May by printing off emails and/or IMs.

START DATE: _____

Mentor Agreement		
		5 points
Please sign and send the agreement to the GAEOP designated committee member of the Mentor Advisory Committee	Date:	Description:
		(15 points for 6-month mentors)
Initial Contact		
		10 points
As soon as possible – should be at least two hours and you should introduce yourself to the principal	Date:	Description:
Week 1		
		5 points
Phone call	Date:	Description:
Week 2		
		5 points
Phone call	Date:	Description n:

Week 3		
		5 points
Phone call	Date:	Description:

Week 4		
		5 points
Phone call	Date:	Description:

Month 2 – Month 12: Evidence must be provided for at least five of these contacts
(-2 points each for no documentation)

TRANSFER SECRETARY: Points DOUBLE in Months 2-6. Do not fill out Months 7-12.

Month 2 _____		
		5 points
Phone call, email, IM, in-person visit	Date:	Description:

Month 3 _____		
		5 points
Phone call, email, IM, in-person visit	Date:	Description:

Month 4 _____		
		5 points
Phone call, email, IM, in-person visit	Date:	Description:

Month 5 _____		
		5 points
Phone call, email, IM, in-person visit	Date:	Description:

Month 6 _____		
		5 points
Phone call, email, IM, in-person visit	Date:	Description:

(not for 6-month mentors)

Month 7 _____		
		5 points
Phone call, email, IM, in-person visit	Date:	Description:

(not for 6-month mentors) **Month 8** _____		5 points
Phone call, email, IM, in-person visit	Date:	Description:

(not for 6-month mentors) **Month 9** _____		5 points
Phone call, email, IM, in-person visit	Date:	Description:

(not for 6-month mentors) **Month 10** _____		5 points
Phone call, email, IM, in-person visit	Date:	Description:

(not for 6-month mentors) **Month 11** _____		5 points
Phone call, email, IM, in-person visit	Date:	Description:

(not for 6-month mentors) **Month 12** _____		5 points
Phone call, email, IM, in-person visit	Date:	Description:

Mentor/Mentee Review		10 points
This may be completed together and accomplished in your final contact	Date:	Description:

New Secretary
    90 – 100 points = $300.00
    80 – 89 points = $250.00
    70 – 79 points = $200.00
    60 – 69 points = $150.00
    50 – 59 points = $100.00
    30 – 49 points = $ 50.00
     0 – 29 points = $ 0.00

Transfer Secretary
    90 – 100 points = $150.00
    80 – 89 points = $125.00
    70 – 79 points = $100.00
    60 – 69 points = $ 75.00
    50 – 59 points = $ 50.00
    30 – 49 points = $ 25.00
     0 – 29 points = $ 0.00

<u>Simplified Version</u>

5 points – Mentor Agreement
10 points – Initial Contact (in-person, 2 hours, meet administrator) (15 points for 6-month mentors)
5 points – Week 1 (phone call)
5 points – Week 2 (phone call)
5 points – Week 3 (phone call)
5 points – Week 4 (phone call)
--- Points double for 6-month mentors for months 2-6. Months 7-12 are not required)
5 points – Month 2 (phone call, email, IM, or in-person visit)
5 points – Month 3 (phone call, email, IM, or in-person visit)
5 points – Month 4 (phone call, email, IM, or in-person visit)
5 points – Month 5 (phone call, email, IM, or in-person visit)
5 points – Month 6 (phone call, email, IM, or in-person visit)
5 points – Month 7 (phone call, email, IM, or in-person visit)
5 points – Month 8 (phone call, email, IM, or in-person visit)
5 points – Month 9 (phone call, email, IM, or in-person visit)
5 points – Month 10 (phone call, email, IM, or in-person visit)
5 points – Month 11 (phone call, email, IM, or in-person visit)
5 points – Month 12 (phone call, email, IM, or in-person visit)
10 points – Review

5.   **MENTOR** – EVALUATION

(To be filled out by the mentor)

_____   _____
(mentor name)   (mentor employee #)

_____   _____
(mentee name)   (mentee school)

1) Was there anything that you covered with your mentee that you feel further review/assistance would be helpful for them?

2) Was there a specific incident or anything in the process of being a mentor that made you feel especially successful in your assignment?

3) What challenges, if any, did you face in the course of mentoring? (e.g. coordinating schedules, time involved, knowledge of topic, etc.)

4) Are there additional trainings that the district could provide that would be particularly helpful for mentees? (e.g. Discovery, accounting, budgets, QSS, etc.)

5) Is there anything you would like to suggest to improve the Mentor Program?

Mentor's Signature: _____ Date: _____

Congratulations on your new assignment!

This packet has been put together to help you in your position, whether you are new to the District or new to the position. Some of the information will be just that; information, but we think you will find that the majority of the enclosed information and resources will help you in your specific job responsibilities. You have been assigned a mentor to be your guide as you get started. There will be other "experts" around you, and you should refer to all of them to gather information, but ultimately, you will be the person that the principal, teachers, custodians/support staff, students, and parents will come to when they have a question. Be prepared to write down the question, refer to the "experts" around you, and then get back to the person who asked the question with your best answer in a timely fashion. Start with, "*That's a really great question, let me double check on that and get back to you. Would that be okay?"* Don't be afraid to tell teachers/staff that you need some time to complete a request/task and that you'll do your best to fit it into your schedule (in the next hour, by the end of today, tomorrow, by the end of the week, by the end of the month, etc.) Keep really good notes on EVERYTHING, especially the things that happen yearly. It is difficult to remember a year from now, what you did today, so write it down! You will thank yourself later. Learn how to prioritize and find a system that helps you remember what you've promised; post-it notes, Outlook calendar, yellow pad list, etc… Find what works for you.

And, above all, no matter how much is on your plate, no matter how frustrated you are, no matter how hard things seem, please be kind to everyone you come in contact with. They do not know what's happening in your world. You set the climate in the office and if you're kind, smiling, friendly, patient, forgiving, etc., others will be that way with you. You are in charge of more than you may think!

Good luck! It's a big job and you're the right person for it! Be kind to yourself and if you make mistakes, learn from them and move forward. There are so many facets to this job that you probably didn't envision and it's impossible to know everything all at once. Take it a step at a time, attend professional developments and trainings, and soon enough you'll find that you are proficient.

7.   **MENTEE** – INSTRUCTIONS & CHECKLIST

Mentee Information & Responsibilities:
- Mentee understands that the mentor is there to help them and shall give them the opportunity to do so
- Ask questions and get help as needed
- Mentees will fill out an evaluation at the end of the mentor's term

Mentee Checklist:
- ☐ Sign Agreement and send to the GAEOP designated committee member of the Mentor Advisory Committee at the beginning of the mentor's term
- ☐ Fill out evaluation form and turn into the GAEOP designated committee of the Mentor Advisory Committee at the end of the mentor's term

GAEOP
Granite Association of Educational Office Professionals

_____ I willingly accept the services from my mentor,
(mentee name)

_____
(mentor name)

for ___ 6 ___ 12 months and understand their responsibilities as outlined in the Mentor Packet.
     (check one)

Mentee Signature: _____ Date: _____

(Mentee – sign, date, and send this form to the GAEOP designated committee member of the Mentor Advisory Committee who will then obtain the HR signature and return an executed copy to you.)

Human Resources: _____ Date: _____

Official Start Date: _____

GRANITE ASSOCIATION OF EDUCATIONAL OFFICE PROFESSIONALS

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Websites, School/District Contacts, and Logins*

*Blackboard   https://granite.parentlink.net

    For login help, please contact Information Systems 385-646-4509

*Discovery   https://discovery.graniteschools.org/dscy_login.aspx

    For login help, please contact Information Systems 385-646-4509

Granite School District https://www.graniteschools.org

GSD Intranet   https://gsdsites.graniteschools.org/Pages/Default.aspx

GSD Maintenance Work Order   http://maintenance.graniteschools.org/main.asp

GSD People Search   http://directory.graniteschools.org/

*GSD Portal   https://portal.graniteschools.org/LoginPolicy.jsp

    For login help, please contact Information Systems 385-646-4509

GSD School Search (school boundaries)http://www2.graniteschools.org/SchoolSearch/

GSD School Website   http://schools.graniteschools.org/schoolnamehere

*Immunization Info (USIIS) https://apps.usiis.org/usiis/login?serviceCode=1

    For login help, please contact Jessica McClellan 801-538-9132 or jessicamcclellan@utah.gov

*Immunization Info (Data Manager)   https://datamanager.graniteschools.org

    For login help, please contact Information Systems 385-646-4509

New Hire Tracking

                https://docs.google.com/spreadsheets/d/1jnh_D_pG0l9c76ZfE2u1D86fRb
                CcYOMcnVj-B6Q8pm0/edit#gid=0

*Office Depot   https://business.officedepot.com

    For login help, please contact Office Depot rep; Suzanna Vega 855-337-6811 x 16037

*QSS   Get login from Information Systems (Principal sends request)

    For login help, please contact Information Systems 385-646-4509

*Staples   https://www.staplesadvantage.com/shop/sahome?storeId=10101

    For login help, please contact Staples rep; Maxcy Busby 801-656-3217

Student Injury Reporting   https://sir.health.utah.gov/

*Subfinder   https://adminweb.aesoponline.com/

    For login help, please contact HR Sub Office 385-646-4210

*US Bank (p-card)
    https://access.usbank.com/cpsApp1/AxolPreAuthServlet?requestCmdId=login

    For login help, please contact Purchasing 385-646-4562

Mentor Info
385-646-_____ Secretary Mentor: _____

School Contacts –fill this in for your school
385-646-_____   _____ Principal
385-646-_____   _____ Principal's Secretary
385-646-_____   _____ Financial Secretary
385-646-_____   _____ Registrar
385-646-_____   _____ Guidance Secretary
385-646-_____   _____ Lunch Secretary
385-646-_____   _____ Custodian
385-646-_____   _____ Associate Custodian
385-646-_____   _____ School Nurse
385-646-_____   _____ PTSA President
385-646-_____   _____ Community Council Chair
385-646-_____   _____ .

District Contacts

Phone	Department	Contact	Director
385-646-4300	Accounting	Paula Winn	Chris Lewis
	Secondary financial contact: Brian Ipson, x 4302, bipson@graniteschools.org		
	Elementary financial contact: Charlotte Bacon, x 4306 cbacon@graniteschools.org		
385-646-4528	Benefits	Colleen Lynch	Berkley King
385-646-4554	Budgets	Jo Potter	Mitch Robison
385-646-4529	Communications	Darla Williams	Ben Horsley
385-646-4543	Curriculum	Shirley Ayrton	Leslie Bell
385-646-5634	Custodial Services	Stephanie Ostendorf	Von Roskelley
385-646-4205	Ed. Equity (language interpreters)	Samantha Peterson	Charlene Lui
385-646-5508	Food Services	Tiffany Vandertoolen	Dana Adams
385-646-4482	Granite Education Foundation	Stormy Goeckeritz	Brent Severe
801-481-7122	Granite Police Department	Dispatch	Chief Porter
801-964-9355	Granite Wellness Center	Benefits Dept.	
385-646-4389	GTI	Kathy Roos	Devon Hartley
385-646-4524	Help Desk – Information Systems		
385-646-7331	Homeschool/Home Hospital	Jeffrey Sherwin	Noelle Converse
385-646-4517	HR Administrators	Lindsay Koehler	Donnette McNeill-Waters
385-646-4549	HR Elementary	Marilee Evans	Patrick Flanagan
385-646-4576	HR Secondary	Robert Lopez	Chris Judd
385-646-4212	HR Classified	Stephanie Maarse	Jo Crawley
385-646-4509	Information Systems	Traci Pritchett	Dale Roberts
	For Discovery help: Julie Martinez, x 7441, jemartinez@graniteschools.org		
	Ali Williamson, x 2252, abwilliamson@graniteschools.org		
	Stephanie Mondragon, x 9859, smondragon@graniteschools.org		
385-646-4502	Nursing Services	Linda Liebmann	Alison Milne
385-646-4311	Payroll	Teresa Himmelberger	Richard Welch

385-646-4123	Planning & Boundaries and Building Rentals	Gayna Breeze	Steve Hogan
385-646-4409	Planning & Boundaries and Field Rentals	Brooke Obray	Steve Hogan
385-646-4009	Policy & Legal Services	Diana Pennington	Doug Larson
385-646-4670	Preschool Services	Deby Smith	Nannette Barnes
385-646-4387	Prevention & Student Placement	Debbie Allen	Clay Pearce
385-646-4556	Printing Services	Anna Williams	Layne Robison
385-646-4562	Purchasing	Rose Elkins	Jared Gardner
385-646-7336	Special Education	Doreen Yates	Noelle Converse
385-646-4657	Special Education Elementary	Lindsey Larsen	Sheri Kennedy
385-646-4647	Special Education Secondary	Kristin Fors	Brandy Moon
385-646-4535	School Accountability Secondary	Sam Basham	Danny Stirland Garett Muse Craig Stauffer
385-646-4510	School Accountability Elementary	Tina Nielsen	Jon Adams Shauna Jensen Tina West
385-646-4537	School Accountability Elementary	Elisa Jenkins and Arlee Willits	Mike Douglas Natalie Hansen
385-646-4210	Sub Office	Jodi Halaeua	Patrick Flanagan
385-646-4280	Transportation	Emily Cebrowski	Dave Gatti
385-646-4286	Warehouse	Skip Foster	Jared Gardner

Spreadsheets/Forms

Granite School District departments have already created several forms, most of which are fillable and can be found on the GSD Intranet Page (https://gsdsites.graniteschools.org/Pages/Default.aspx) by department. If you can't find what you're looking for, call the specific department for help. Other documents that may be helpful (some listed below) can be found on the GAEOP Weebly Page (http://gaeop.weebly.com/mentor-program.html). Another great resource will be secretaries in your same position. You should receive a list from HR when you start.

Auditorium Seating

- Make a seating chart if one does not exist. Modify it or create something custom to your school.

Calling Tree

- Make sure every person who comes to your school – including district specialists – are on this list. You wouldn't want to miss anyone if there were a true emergency. It's worth the effort.

Classroom/Teacher List

- Compile a list, so you can see everything at a glance.

Emergency contact form

- Make sure every person who comes to your school – including district specialists – fill out an emergency contact form. This is helpful when you have to call 911 and need to know information about the employee. It's worth the effort to collect these from everyone. Keep them confidential, but in a place where administrators may readily get to them.

Faculty Meetings

- With your administrator, put together a schedule, as well as a sign-in, and spreadsheet to keep track of attendance.

Keys List

- Start a spreadsheet with the keys you have and then inventory teacher keys at the end of the year when they turn them in for the summer. Have a filing system to check in and out keys and credentials.

Locker List

- Create a spreadsheet that fits your needs. Keep copious notes when moving students from locker to locker to keep the integrity of the combination.

Substitutes

- Assure that teachers know how to use the Aesop/Subfinder system. Keep a log for payroll reporting purposes.

Years of service

- This is helpful for end of the school year awards/recognitions.

12.   **MENTEE** – MENTEE LOG (OPTIONAL)

OPTIONAL: You are welcome to keep a log of your encounters with your mentor using the spreadsheet below. It may be helpful for you to write your questions as you think of them and then get them answered by your Mentor. This log is completely **<u>optional</u>** for you to use, as the mentee, but required for the mentor.

START DATE: _____

Mentor Agreement		
		5 points
Please sign and send the agreement to the GAEOP designated committee member of the Mentor Advisory Committee	Date:	Notes:
Initial Contact		(15 points for 6-month mentors)
		10points
As soon as possible – should be at least two hours and you should introduce yourself to the principal	Date:	Notes:
Week 1		
		5 points
Phone call	Date:	Notes:
Week 2		
		5 points
Phone call	Date:	Notes:
Week 3		
		5 points
Phone call	Date:	Notes:
Week 4		
		5 points
Phone call	Date:	Notes:

Month 2 – Month 12: Evidence must be provided for at least five of these contacts (-2 points each for no documentation) TRANSFER SECRETARY: Points DOUBLE in Months 2-6. Do not fill out Months 7-12.		
Month 2 _____		5 points
Phone call, email, IM, in-person visit	Date:	Notes:
Month 3 _____		5 points
Phone call, email, IM, in-person visit	Date:	Notes:
Month 4 _____		5 points
Phone call, email, IM, in-person visit	Date:	Notes:
Month 5 _____		5 points
Phone call, email, IM, in-person visit	Date:	Notes:
Month 6 _____		5 points
Phone call, email, IM, in-person visit	Date:	Notes:
(not for 6-month mentors) **Month 7** _____		5 points
Phone call, email, IM, in-person visit	Date:	Notes:
(not for 6-month mentors) **Month 8** _____		5 points
Phone call, email, IM, in-person visit	Date:	Notes:
(not for 6-month mentors) **Month 9** _____		5 points
Phone call, email, IM, in-person visit	Date:	Notes:
(not for 6-month mentors) **Month 10** _____		5 points
Phone call, email, IM, in-person visit	Date:	Notes:

(not for 6-month mentors) **Month 11 _____**		
		5 points
Phone call, email, IM, in-person visit	Date:	Notes:
(not for 6-month mentors) **Month 12 _____**		
		5 points
Phone call, email, IM, in-person visit	Date:	Notes:
Mentor/Mentee Review		
		10 points
This may be completed together and accomplished in your final contact	Date:	Notes:

For your information, your mentor receives points that convert to a stipend for their services:

Stipend:

New Secretary
    90 – 100 points = $300.00
    80 – 89 points = $250.00
    70 – 79 points = $200.00
    60 – 69 points = $150.00
    50 – 59 points = $100.00
    30 – 49 points = $ 50.00
    0 – 29 points = $ 0.00

Transfer Secretary
    90 – 100 points = $150.00
    80 – 89 points = $125.00
    70 – 79 points = $100.00
    60 – 69 points = $ 75.00
    50 – 59 points = $ 50.00
    30 – 49 points = $ 25.00
    0 – 29 points = $ 0.00

Simplified Version
5 points – Mentor Agreement
10 points – Initial Contact (in-person, 2 hours, meet administrator) (15 points for 6-month mentors)
5 points – Week 1 (phone call)
5 points – Week 2 (phone call)
5 points – Week 3 (phone call)
5 points – Week 4 (phone call)
--- Points double for 6-month mentors for months 2-6. Months 7-12 are not required)
5 points – Month 2 (phone call, email, IM, or in-person visit)
5 points – Month 3 (phone call, email, IM, or in-person visit)
5 points – Month 4 (phone call, email, IM, or in-person visit)
5 points – Month 5 (phone call, email, IM, or in-person visit)
5 points – Month 6 (phone call, email, IM, or in-person visit)
5 points – Month 7 (phone call, email, IM, or in-person visit)
5 points – Month 8 (phone call, email, IM, or in-person visit)
5 points – Month 9 (phone call, email, IM, or in-person visit)
5 points – Month 10 (phone call, email, IM, or in-person visit)
5 points – Month 11 (phone call, email, IM, or in-person visit)
5 points – Month 12 (phone call, email, IM, or in-person visit)
10 points – Review

13.   MENTEE – EVALUATION

(To be filled out by the mentee)

_____   _____
(mentee name)   (mentee school)

_____
(mentor name)

1) Was there anything that your mentor covered with you that you feel further review/assistance would be helpful?

2) Was there a specific incident or anything your mentor said or did that made you feel especially successful in your new assignment?

3) What challenges, if any, did you face in the course of being mentored? (e.g. coordinating schedules, time involved, knowledge of topic, etc.)

4) Are there additional trainings that the district could provide that would be particularly helpful for you? (e.g. Discovery, accounting, budgets, QSS, etc.)

5) Is there anything you would like to suggest to improve the Mentor Program?

Mentee's Administrator's Signature: _____ Date: _____

14.   **ADMINISTRATOR** (MENTOR) – INSTRUCTIONS & CHECKLIST

Administrator for the Mentor:
- Administrators must give approval for their secretary to mentor another secretary by signing the Administrator Agreement and returning it to the GAEOP designated committee member of the Mentor Advisory Committee
- Administrators should understand that their secretary will make an initial contact with their mentee at their school that will last at least two hours and may make other periodic visits during the mentoring term (mentor secretary shall obtain approval from principal for each visit)

Administrator for the Mentor Checklist:
- ☐ Sign Agreement and send to the GAEOP designated committee member of the Mentor Advisory Committee

15.   **ADMINISTRATOR** (MENTOR) - AGREEMENT

GAEOP
Granite Association of Educational Office Professionals

_____ GAEOP/HR has approval for my school secretary,
(administrator name)

_____, to mentor a new secretary for ___ 6 ___ 12 months.
(secretary name)   *(check one)*

I support/understand the requirements as outlined in the Mentor Packet.

Administrator Signature: _____   Date: _____

(Administrator – sign, date, and send this form to the GAEOP designated committee member of the Mentor Advisory Committee who will obtain the HR signature and return an executed copy to you.)

Human Resources: _____   Date: _____

Official Start Date: _____

GRANITE ASSOCIATION OF EDUCATIONAL OFFICE PROFESSIONALS

ELEMENTARY · DISTRICT · SECONDARY

16.   ADMINISTRATOR (MENTEE) – INSTRUCTIONS & CHECKLIST

Administrator for the Mentee:
- Administrators are responsible for training their secretary on the registration and end of year processes for their school
- Administrators should be introduced to their secretary's mentor
- Administrator should go over the checklist for their new secretary (included in packet)

Administrator for the Mentee Checklist:
- ☐ Go over the checklist with your new secretary (included in packet)
- ☐ Train your secretary on your school's registration and end of year processes
- ☐ If necessary, let a member of the Mentor Advisory Committee know if your secretary is not getting the attention they need from their mentor

Administrators of mentee, please go over the following checklist with your new secretary:

- ☐ Tour – Take the secretary on a tour of the school
- ☐ Mission Statement – Share the school's mission statement and what it means
- ☐ Weekly Planning Meetings – Date/time/place of admin team planning meetings
    - · Which meetings include the secretary?
- ☐ School Expectations – Overview of all expectations
    - · Students, teachers, staff, administrators, parents, district, etc.
    - · School expectations of secretary
- ☐ Job Responsibilities – Overview of specific job responsibilities of new secretary as well as describing the processes of the school that are expected of others on the administrative team
    - · Who does the secretary go to with questions?
    - · Who is in charge when you are away?
    - · Budgets/spending/deposits
    - · Class schedules/student placement
    - · Mail/interoffice mail
    - · What is your policy for meeting with parents/teachers/staff?
- ☐ Emergency Procedures, Fire Drills, Lockdowns, and True Emergencies – Go over protocols
    - · Who calls 911, who calls the parents, who directs emergency crews, where do teachers/student/staff line up, how does everyone know what to do, what is the secretary's responsibility?
    - · Call Granite P.D. 801-481-7122 when conducting a drill or in a real emergency
- ☐ 2-Way Radio – Teach secretary how to use the walkie-talkies
    - · What can/cannot be said over the air
- ☐ Intercom system – When can the intercom be used during instruction time
    - · How and when do you do an all call vs paging into classrooms
- ☐ Bells – How do you manually ring bells and turn them on/off for holidays/breaks
    - · To reset or change bell schedules, contact Security Systems ext. 7133
- ☐ Phones – Basic overview of how to use the phones and provide a school-wide extension list
    - · Who do I call when the phones aren't working?
    - · Brian Goldsberry 4262 / Brett Seastrand 4261
        - ▪ Find out which technician services your school and add BOTH of their numbers to your personal cell phone in case school phones go down completely and you need help.
- ☐ Faculty Meeting – Introduce the new secretary in the first faculty meeting
    - · Share ways teachers can help the new secretary
- ☐ Visitors/Volunteers – What systems are in place?
    - · Where do they sign in, who is allowed, how are they identified, what access/instructions should you give to them?
    - · When does administration need to be involved?
- ☐ Check-In Procedures – What is the process for parents checking in late students
    - · Late slips
- ☐ Check-Out Procedures – What is the process for checking students out of school
    - · Who can/cannot check a student out and how to tell in Discovery. Is I.D. necessary?
    - · Can a student be sent out to a car without a parent coming inside?

- ☐ Students Not Picked Up – What is the process for students who are not picked up by parents
    - · Who stays with them?
- ☐ School Climate – Share your views and expectations for school climate
    - · Describe how the school keeps up employee morale
    - · What is the secretary's role in school climate
- ☐ Beginning/Ending of the Day Procedures – What is completed first/last?
    - · Doors to unlock/lock
    - · Substitutes
- ☐ Secretary Lunch Break – How long is break and who provides phone/office coverage (see Board Policies, Article IX.A.3.f.)
- ☐ School Lists – Staff, grade level, departments, committees, etc.
- ☐ Community Lists – PTA, School Community Council, etc.
    - · What day/time do they meet?
- ☐ After-School Programs
    - · Which ones are offered
    - · Contact info
- ☐ Medical Training – Does secretary need to be trained to dispense medications to students?
    - · Contact Nursing Services 385-646-4502
- ☐ Power Outages – What do we do for student lunches, how long until we send kids home early, how do we do class change without bells/intercom?
- ☐ Professional Development – What opportunities are offered via departments/GAEOP within the District
    - · GAEOP handbook states, "Contract secretaries will be allowed a minimum of 16 hours in order to attend professional development. All professional development must be approved by the immediate supervisor."
- ☐ School Injuries – Who fills out the form for students, staff, and/or patrons?
- ☐ Other/miscellaneous – Are there specific needs for your school to review?

Notes:

HR Information & Responsibilities:
- The Human Resources Administrator for GAEOP and the GAEOP President will work together to assign a mentor to a mentee
- HR will determine the start date for the new secretary
- HR shall provide a list of secretaries that do similar jobs as a resource for mentees
- HR shall provide a list of mentors/mentees to the GAEOP designated committee member of the Mentor Advisory Committee and update each time a new secretary is added/removed
- At least two MAC members shall review and score mentor paperwork prior to any stipends being paid; one member may be the Human Resources Administrator for GAEOP
- HR shall process all payments to mentor secretaries

HR Checklist:
- ☐ Assign mentors to mentees
- ☐ Determine start date
- ☐ Provide a list of secretaries doing similar jobs to the mentee
- ☐ Provide a list of mentors/mentees to the GAEOP designated committee member of the Mentor Advisory Committee, and update each time a new secretary is added/removed
- ☐ Participate in the scoring process at the end of a secretary's term, as directed by the GAEOP designated committee member of the Mentor Advisory Committee
- ☐ Process payments due to mentors after scoring is complete

<u>Mentor Advisory Committee Information & Responsibilities</u>:
- At least two MAC members shall review and score mentor paperwork prior to any stipends being paid

<u>Mentor Advisory Committee Checklist</u>:

☐ The Human Resources Administrator for GAEOP and the GAEOP President will work together to assign a mentor to a mentee

☐ Participate in the scoring process at the end of a secretary's term, as directed by the GAEOP designated committee member of the Mentor Advisory Committee

20.   MENTOR ADVISORY COMMITTEE – WORKSHEET FOR SCORING

_____   _____
(mentor name)   (mentor employee #)

_____   _____
(scorer name)   (score)

START DATE: _____

Mentor Agreement		5 points possible
Please sign and send the agreement to the GAEOP designated committee member of the Mentor Advisory Committee	Notes:	Points Awarded:
Initial Contact		**10 points possible** (15 points for 6-month mentors)
As soon as possible – should be at least two hours and mentor should introduce self to principal	Notes:	Points Awarded:
Week 1		5 points possible
Phone call	Notes:	Points Awarded:
Week 2		5 points possible
Phone call	Notes:	Points Awarded:
Week 3		5 points possible
Phone call	Notes:	Points Awarded:
Week 4		5 points possible
Phone call	Notes:	Points Awarded:
Month 2 – Month 12: Evidence must be provided for at least five of these contacts (-2 points each for no documentation) TRANSFER SECRETARY: Points DOUBLE in Months 2-6. Do not fill out Months 7-12.		
Month 2		5 points possible (10 points for 6-month mentors)
Phone call, email, IM, in-person visit	Notes:	Points Awarded:
Month 3		5 points possible (10 points for 6-month mentors)
Phone call, email, IM, in-person visit	Notes:	Points Awarded:
Month 4		5 points possible (10 points for 6-month mentors)
Phone call, email, IM, in-person visit	Notes:	Points Awarded:
Month 5		5 points possible (10 points for 6-month mentors)
Phone call, email, IM, in-person visit	Notes:	Points Awarded:

Month 6		5 points possible (10 points for 6-month mentors)
Phone call, email, IM, in-person visit	Notes:	Points Awarded:

Month 7		5 points possible (N/A for 6-month mentors)
Phone call, email, IM, in-person visit	Notes:	Points Awarded:

Month 8		5 points possible (N/A for 6-month mentors)
Phone call, email, IM, in-person visit	Notes:	Points Awarded:

Month 9		5 points possible (N/A for 6-month mentors)
Phone call, email, IM, in-person visit	Notes:	Points Awarded:

Month 10		5 points possible (N/A for 6-month mentors)
Phone call, email, IM, in-person visit	Notes:	Points Awarded:

Month 11		5 points possible (N/A for 6-month mentors)
Phone call, email, IM, in-person visit	Notes:	Points Awarded:

Month 12		5 points possible (N/A for 6-month mentors)
Phone call, email, IM, in-person visit	Notes:	Points Awarded:

Mentor/Mentee Review		10 points possible
This may be completed together and accomplished in your final contact	Notes:	Points Awarded:

Total Points Awarded: _____

(transfer to top of page)

Stipend:

New Secretary	Transfer Secretary
90 – 100 points = $300.00	90 – 100 points = $150.00
80 – 89 points = $250.00	80 – 89 points = $125.00
70 – 79 points = $200.00	70 – 79 points = $100.00
60 – 69 points = $150.00	60 – 69 points = $ 75.00
50 – 59 points = $100.00	50 – 59 points = $ 50.00
30 – 49 points = $ 50.00	30 – 49 points = $ 25.00
0 – 29 points = $ 0.00	0 – 29 points = $ 0.00

21.   MENTOR ADVISORY COMMITTEE – MASTER SCORE SHEET

_____   _____
(mentor name)   (mentor employee #)

_____   _____
(scorer #1 name)   (score)

_____   _____
(scorer #2 name)   (score)

_____   _____
(scorer #3 name) *optional*   (score)

Score #1 _____   + Score #2 _____ + Score #3 _____ = _____ ÷ 2 or 3 = _____
                                                                                      (optional)   *(circle one)*

Stipend:

New Secretary
    90 – 100 points = $300.00
    80 – 89 points = $250.00
    70 – 79 points = $200.00
    60 – 69 points = $150.00
    50 – 59 points = $100.00
    30 – 49 points = $ 50.00
     0 – 29 points = $ 0.00

Transfer Secretary
    90 – 100 points = $150.00
    80 – 89 points = $125.00
    70 – 79 points = $100.00
    60 – 69 points = $ 75.00
    50 – 59 points = $ 50.00
    30 – 49 points = $ 25.00
     0 – 29 points = $ 0.00

(GAEOP designated committee member of the Mentor Advisory Committee – once complete, give to the HR Administrator for GAEOP for processing.)

_____ is approved for the following stipend: $ _____
  (mentor name)

_____   _____
(Human Resources Administrator for GAEOP signature)   (date)