



PARAPROFESSIONAL PREPARATION FOR EXTRAORDINARY TEACHING (PPET)

Responsibilities of the Special Education Mentor

Mentors are selected by the employing school division based on similarity of position, proximity to participant, and experience/expertise. The mentors' support for this program is a key consideration in the selection process. Mentor responsibilities include:

- knowing the Paraprofessional Preparation for Extraordinary Teaching policies and procedures as appropriate;
- acquainting the grant participant with school and special education policies and procedures as appropriate;
- sharing resources, materials, and information not otherwise available to the grant participant;
- providing technical assistance in implementing special education services;
- assisting the participant in communicating with general educators, administrators, and support personnel;
- observing the participant and providing opportunities to have the participant observe the mentor and other professionals whose work relates to the participant's position requirements;
- meeting with the participant on a regular basis (a minimum of three observations per semester) and keeping logs of contacts and discussions;
- completing and submitting all required evaluation forms by the appropriate due date as indicated in grant publications and mailings.

NOTE: If the mentor is unable to perform the requirements as stated, it is the participant's responsibility to inform the employing agency. The employing agency then must assign another mentor.