



ALBERNI DISTRICT TEACHERS' UNION

# Professional Learning Mentorship Application

Professional Learning Mentorships will have access to 3 release days per person. This release is to provide mentorship opportunities to teachers new to the profession. Mentees will seek out their own mentor. All applications must be received prior to May 31, 2025 to be considered for funding. Please note your application must be approved prior to submitting a SD70 LOA Request Form. Approved applicants will be notified via email.

Submit application by fax to 250 724-0442, by email to [adtu@shawcable.com](mailto:adtu@shawcable.com) , by SD70 Bunny Bus or by mail to 4558 Adelaide Street, Port Alberni, BC V9Y 6N3.

MENTORSHIP PARTICIPANT INFORMATION			
#1	Mentee		School
	Phone		Email
#2	Mentor		School
	Phone		Email
<b>Mentee Goal: What are you wanting to focus on? (see back of application form for examples)</b>			
<b>Action Plan: How are you planning to work together?</b>			

**NOTE:** Release time must be approved by ADTU President before submitting SD70 LOA Form. Release time must occur before June 11<sup>th</sup>, 2025.

Name: _____		Name: _____	
Date	Release Time (0.5 am /pm, 1.0), & TTOC Time Yes or No	Date	Release Time (0.5 am /pm, 1.0), & TTOC Time Yes or No

<b>ADTU Office Use Only</b>	
Local President Authorization: _____	
Date Received _____	Date Approved _____

## Here are some possible goals to focus on:

<b>INFORMATION ABOUT POLICIES &amp; PROCEDURES</b> <ul style="list-style-type: none"><li>• teacher evaluation system</li><li>• paperwork/deadline</li><li>• expectations of principal</li><li>• communicating with parents</li><li>• district policies and procedures</li></ul>	<b>ACCESSING RESOURCES</b> <ul style="list-style-type: none"><li>• organizing/setting up classroom</li><li>• accessing materials &amp; resources</li><li>• arranging field trips</li><li>• ordering materials/using library resources</li><li>• working with support services</li></ul>
<b>WORKING WITH STUDENTS/WELLNESS</b> <ul style="list-style-type: none"><li>• establishing class routines</li><li>• motivating reluctant learners</li><li>• maintaining student discipline</li><li>• adapting/modifying for individual learners implementing curriculum</li><li>• evaluating student progress</li><li>• student health and wellness</li><li>• personal health and wellness</li></ul>	<b>MANAGING TIME</b> <ul style="list-style-type: none"><li>• organizing my day/week</li><li>• lesson planning</li><li>• following daily/weekly schedule</li><li>• attending meetings</li><li>• supervising extra-curricular activities</li><li>• pro-d opportunities</li><li>• maintaining personal/professional balance</li></ul>