

**Memorandum of Understanding
Between
The Mukilteo School District
And
The Mukilteo Education Association**

PEER MENTOR PROGRAM

The Mukilteo School District No. 6 (“District”) and the Mukilteo Education Association (“MEA”) continue to work collaboratively to improve student learning in Mukilteo. The parties recognize that for students to succeed in learning, teachers must succeed in teaching and, therefore, agree to implement a peer mentoring program to support teachers and improve the quality of their instruction.

Therefore, the parties agree to continue a peer mentor program (“Program”) for the 2021-2022 school year with the following terms and conditions:

Administration of Program

- The program shall be coordinated and supervised by the Director of Curriculum and Professional Development.
- A six-member MEA and District team (“Panel”) will be established to select the teacher(s) chosen to serve as a district teacher mentor for the Program. The MEA shall select three representatives and the Superintendent shall select three administrators to serve on the panel.
- In the event that the panel cannot agree on who should be offered the mentor teacher position, the Deputy Superintendent will make the final selection.

Mentor Selection Criteria

- Knowledge of and skills in using effective instructional strategies and practices for a wide range of student needs and abilities, including culturally responsive teaching.
- Ability to effectively address a wide range of academic and social needs including at-risk, cultural diversity, English language learners, and special education students.
- Skills in effective planning and implementation of lessons based upon state standards, district curriculum, and student needs.
- Skills in managing and promoting positive student behavior.
- Knowledge of and skills in coaching and/or mentoring others to improve instructional practice.
- Skills and ability to communicate effectively, both written and verbal, with diverse people, including racially, ethnically, and socioeconomically diverse communities.
- Ability to demonstrate cultural competencies, and respect and value for all cultural heritages.
- Ability to identify and address personal, cultural, and institutional bias.
- Demonstrated leadership abilities.
- Ability to establish and maintain effective working relationships with others.
- Knowledge and understanding of developmental stages and needs of students.
- Knowledge and understanding of developmental stages of beginning educators.
- Skills and abilities in organization, time management and record keeping.
- Ability to interact positively and effectively with staff and administrators.
- Ability to create and maintain trust; maintain confidentiality.
- Ability to strengthen job-related competencies. Commitment to professional development.
- Willingness to serve in this three-year assignment, and work ten supplemental days.
- Valid Washington State certification.
- Demonstrated successful teaching skills and experience.
- Demonstrated successful human relations skills and abilities.
- Minimum of five years of teaching experience, three of which must be in Mukilteo.

Selection Process

- An email announcement will be made to all certificated staff in March prior to the opening of the position for the subsequent school year. It will be posted on the district's employment page.
- Each applicant will submit a general application for the position.
- Each applicant is required to submit a cover letter outlining their interest and qualifications and a resume.
- The panel reviews the applications, conducts interviews with the finalists and selects the mentor teacher from the applicants. The Mentor shall be selected based on the selection criteria without regard to seniority. The mentor position is not subject to the transfer provisions of the parties' collective bargaining agreement.

Assignment Status

- The Mentor will work full time (184 days) in the Program during the school year. The Mentor shall receive a supplemental contract for an additional ten (10) days of work each year at per diem.
- The term of the assignment is a period of three years.
- The Mentor has the right to return to their most recent teaching assignment at the conclusion of their initial mentoring assignment without subject to reassignment within the first year of their return.

Mentoring Program

A peer-mentoring program is established to assist new teachers and improve the quality of instruction in the District. The Program is available to staff regardless of their respective evaluation system, and will be implemented as outlined herein. The Program consists of two components: mentoring for new teachers; mentoring for experienced teachers. It may also include staff development for all staff. The term "teachers" or "employees" as used in the Program shall encompass all certificated non-supervisory staff represented by the Mukilteo Education Association.

Mentoring for New Employees

- All new employees shall be assigned a mentor to assist in their first two years in the profession and/or assist with their first year of employment in the District to assure, to the maximum extent possible, that these employees are successful in the District.
- Assistance provided by a mentor shall not be included in the final evaluation of an employee and shall not be used as a basis for nonrenewal.

Mentoring for Experienced Employees

- At the mutual request of an experienced employee and their program or building administrator, a mentor may provide assistance to any employee in the performance of their professional duties or an employee on a growth plan.
- Assistance provided by a mentor shall not be included in the final evaluation of any employee and shall not be used as a basis for nonrenewal.
- The District will not assign the mentor to employees on probation. An employee on probation may, however, request the assistance of a mentor.

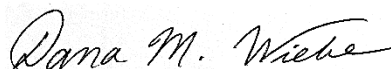
Staff Development

The Mentor may also provide staff development opportunities for all staff under the direction of the Director of Curriculum and Professional Development. When such programs extend beyond the regular workday, mentors will be compensated consistent with District practice for staff development activities.

Dated this 10th day of March, 2021.



Bruce Hobert
Assistant Superintendent



Dana Wiebe
MEA President