Alabama Teacher Mentor Program Plan

Each district shall submit a plan aligned with ALSDE requirements for teacher mentoring and in alignment with general continuous improvement to support the organization for a successful implementation program. Components of the plan will include:

- 1. Identifying a district liaison and contact information
- 2. Description of the vision and mission-aligned to teacher recruitment, mentorship, and retention
- 3. Confirmation of participation in the Alabama Teacher Mentoring Program with Memorandum of Agreement and District-Level Plan
- 4. Structure, policies, and procedures for mentoring program implementation (ex. lead mentors at the building level, induction and mentoring guidelines/protocols, confidentiality, ethics, feedback)
- 5. Veteran mentor-mentee teacher assignments
- 6. Defined roles and responsibilities of the mentors
- 7. Weekly contact time between mentor and mentee
- 8. Mentor-Mentee selection process
- 9. Teacher retention data
- 10. Feedback from mentors and mentees

Creating a District Plan

 Using a Chrome browser (highly recommended), go to <u>https://myjourney.cognia.org/</u>. Enter your email address as username and password. (Click Forgot Password, if needed, and follow those directions).



2. Search or choose your district in the dropdown menu

my Journey "	Select Institution	Welcome,
	Which institution would you like to view? Search by Institution name, location or customer number	
	Q, Search	
		Search or choose your LEA in the dropdown menu

3. Click Go to Diagnostics

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	Chagnostics Completed	Diagnostics In Progress	RAssurances Completed	Assurances In Progress	Other Diagnostics Completed	Other Diagnostic
Early Learning Schools	0	0	0	0	0	1
Elementary Schools	0	1	0	2	0	378
Middle Schools	0	0	0	0	0	150
High Schools	0	3	0	0	1	196
Unit Schools	.0	0	0	0	0	49
Other Schools	0	0	0	0	0	1
District	1	2	0	0	4	46
SEA	0	0	0	4	14	51
Total:	1	6	0	6	19	872
Chose the "diagnostics"	e Prov	ve diagno: diagnostice	stics			

4. The landing page will have tabs showing My Content and Certified Content

a. If the tabs are not visible, click the 3 lines in the upper left-hand corner to open the Menu and click Content Libraryb. If the Alabama Teacher Mentor Program Plan for 2024-2025 is not easily visible, type the word 'mentor' (without the quote) in the search bar and click continue.



	Q mentor	Filter By All	~
My Content	Certified Content	Description	Artions
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5. Click the 3 dots on the right and side, and click 'Start a diagnostic with custom content'

Q mentor	Filter By All	×
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Certified Content		
Content Name Alabama Teacher <mark>Mentor</mark> Program Plan for 2024-2025	Description Alabama Teacher <mark>Mentor</mark> Program Plan	Actions
	Alabama Teacher <mark>Mentor</mark> Program Plan for 2024-2025	Alabama Teacher <mark>Mentor</mark> Alabama Teacher <mark>Mentor</mark> Program Plan for 2024-2025 Program Plan

6. Click Open Diagnostic

[9] Diagnostics

Diagnostic Name	
Alabama Teacher Mentor Program Plan for	2024-2025_06082024_08:56
Diagnostic Template	
Alabama Teacher Mentor Program Plan for 2	2024-2025
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Draft	
View History Log	
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Quintana, Mark Aloborou Department of Education (ALSDE)	Admin 🗸 >
Target Completion	~
Last modified 6/8/2024	4, 8:56 am
Open Diagno	stic

7. Begin responding to prompts.

a. When moving from one page to another within the Diagnostic be sure to click the 'Previous' and 'Next' buttons within the Diagnostic program. If the forward or back button are used the information will not be saved and will need to be re-entered.

[•] Diagnostics

	a. Previous N
Alabama Teacher Mentor Plan	
1. Select N/A and enter the name of the District Liaison in the comments box.	(N/A)
Please answer in the comments.	\bigcirc
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2. Select N/A and enter email address of District Liaison in the comments box.	(N/A)
Enter email in comments.	\bigcirc
 > Comments > Attachments 	
 Select N/A and describe the vision and mission of the LEA pertaining to teacher recruitment, mentorship, in the comments box or upload as an attachment. 	and retention (N/A)
Provide answer in the comments. If uploading an attachment, please describe in the comments box what the	attachment is.
 > Comments > Attachments 	
 Does the LEA participate in the Alabama Teacher Mentor Program? If yes, please upload a copy of a signed District-Level Plan. 	i MoA and Y N
 > Comments > Attachments 	
Does the LEA have a structure for the mentoring program? For example, Does the LEA have lead mentors a level? If yes, please upload written supporting evidence.	at the building Y N

> Comments

Attachmente

8. Upon completion of providing all information click the (a.) 'Previous' button in the upper right-hand corner until you see (b.) 'Lock Diagnostic', click Lock Diagnostic and then (c.) Save.

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9. If a PDF version of the plan is desired, click Download report in the bottom left-hand side. Select (a.) PDF and click (b.) Download. Report will be delivered shortly via email.



10. When returning to the My Diagnostics screen there will now be a lock symbol to indicate the

plan is completed. This lock symbol serves as confirmation to the ALSDE ATMP section that the plan is ready for review.

		[•] Diagnost	ics		
My Diagnostics	5 diagnostics		Inclu	ude Associated	Institutions 🗍
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The ATMP Plan can be opened for viewing by clicking the 3 dots on the right-hand side, then clicking Open Diagnostic. If the plan will be revised, form this step return to step 6 and follow the directions for the items to revise.

Cognia Support

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