

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:

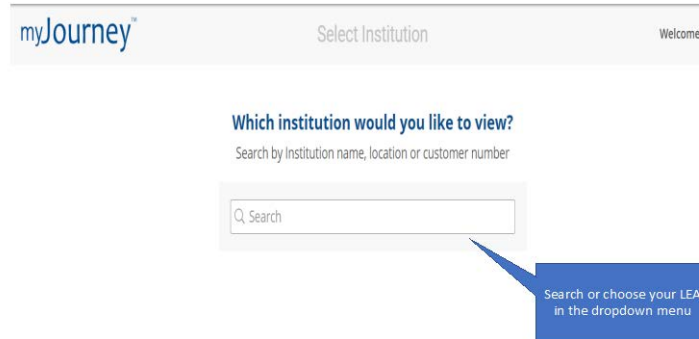
1. Identifying a district liaison and contact information
2. Description of the vision and mission-aligned to teacher recruitment, mentorship, and retention
3. Confirmation of participation in the Alabama Teacher Mentoring Program with Memorandum of Agreement and District-Level Plan
4. Structure, policies, 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

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

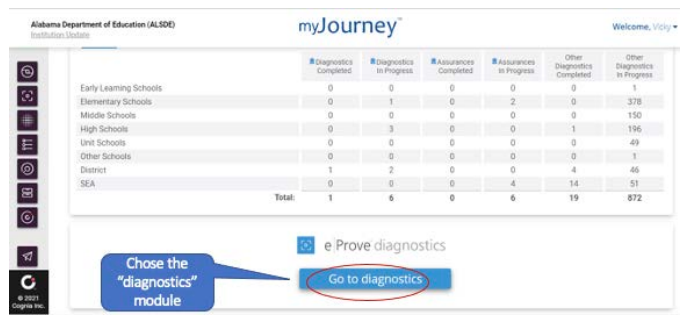


2. Search or choose your district in the dropdown menu



c

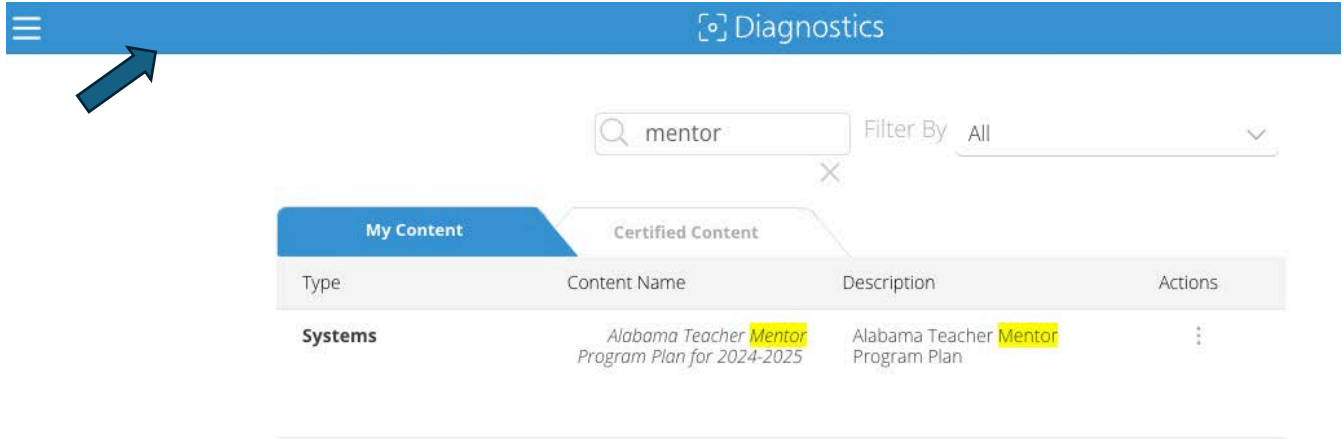
3. Click Go to Diagnostics



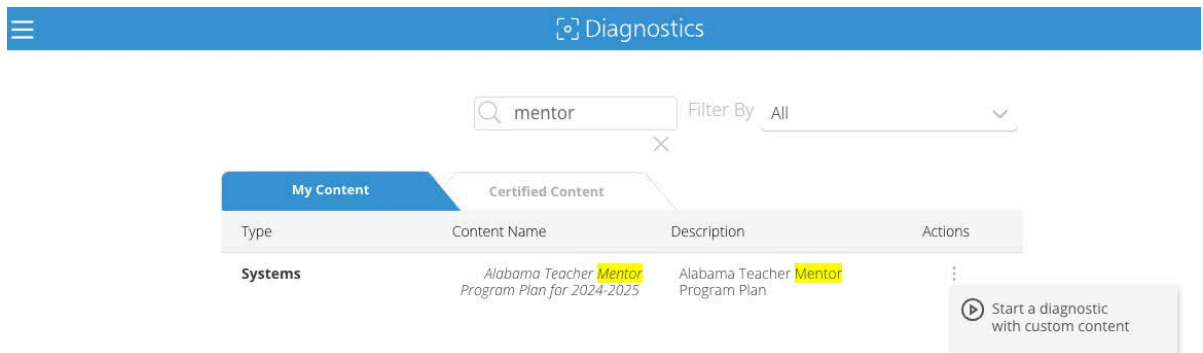
4. The landing page will have tabs showing My Content and Certified Content
 - a. If the tabs are not visible, click the 3 lines in the upper left-hand corner to open the Menu and click Content Library
 - b. If the Alabama Teacher Mentor Program Plan for 2024-2025 is not easily visible, type the word 'mentor' (without the quote) in the search bar and click continue.

a.

b. →



5. Click the 3 dots on the right and side, and click 'Start a diagnostic with custom content'



6. Click Open Diagnostic

Diagnostic Settings

Diagnostic Name
Alabama Teacher Mentor Program Plan for 2024-2025_06082024_08:56

Diagnostic Template
Alabama Teacher Mentor Program Plan for 2024-2025

Status
Draft

[View History Log](#)

Access ⌵

Enter names to assign access Add

Quintana, Mark Admin ✕
Alabama Department of Education (ALSDE)

Target Completion ⌵

Last modified 6/8/2024, 8:56 am

 [Open Diagnostic](#)



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.

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.

- > **Comments**
- > **Attachments**

2. **Select N/A** and enter email address of District Liaison in the comments box.

N/A

Enter email in comments.

- > **Comments**
- > **Attachments**

3. **Select N/A** and describe the vision and mission of the LEA pertaining to teacher recruitment, mentorship, and retention in the comments box or upload as an attachment.

N/A

Provide answer in the comments. If uploading an attachment, please describe in the comments box what the attachment is.

- > **Comments**
- > **Attachments**

4. Does the LEA participate in the Alabama Teacher Mentor Program? If yes, please upload a copy of a signed MoA and District-Level Plan.

Y

N

- > **Comments**
- > **Attachments**

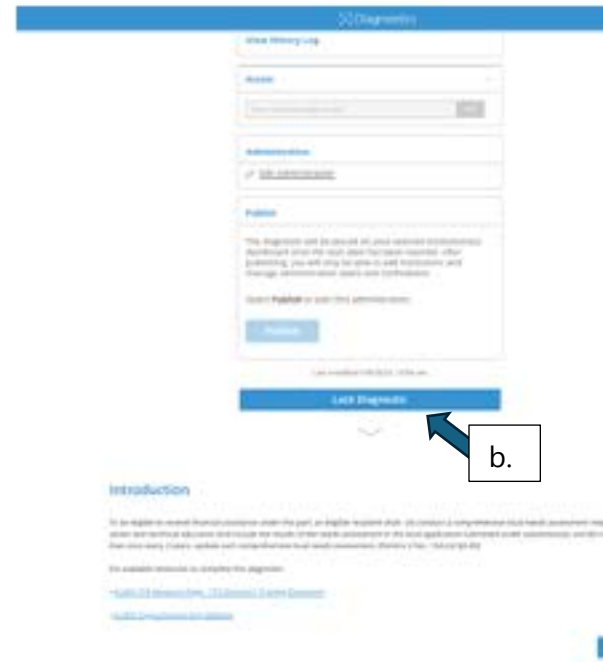
5. Does the LEA have a structure for the mentoring program? For example, Does the LEA have lead mentors at the building level? If yes, please upload written supporting evidence.

Y

N

- > **Comments**
- > **Attachments**

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.



Diagnostics

Lock Diagnostic

Status Change

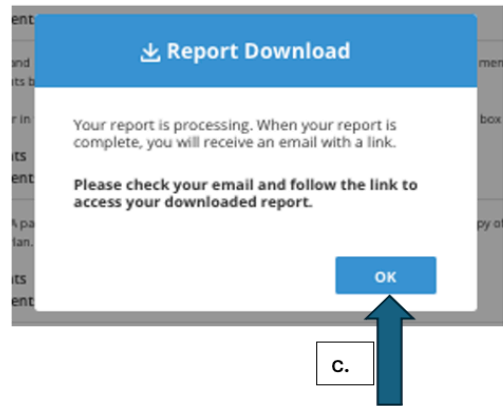
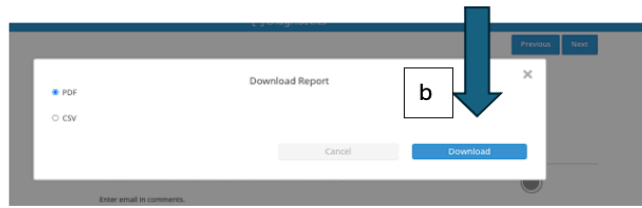
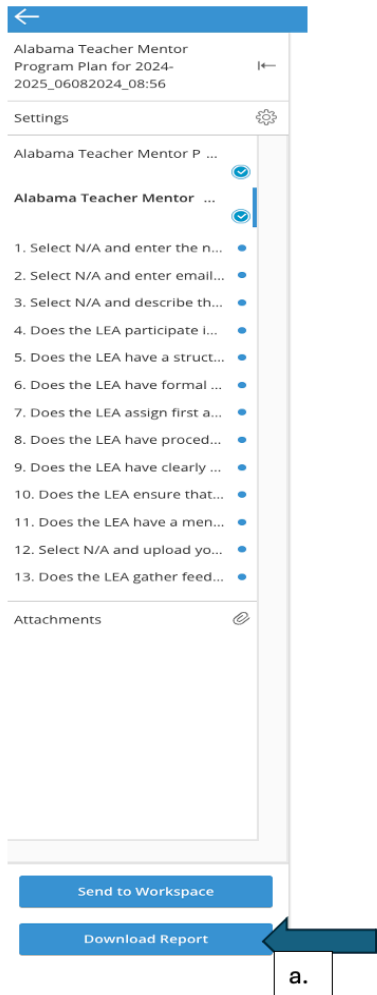
Describe the reason for the change in status. (optional)

Add a snapshot of this diagnostic to the log
Snapshots may take several minutes to appear as an entry in the log. 250 Characters Left

Cancel Save

← c.

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.

Diagnostics

My Diagnostics 5 diagnostics Include Associated Institutions

Search: mentor

Name	Institution	Creator	Last Modified	Date	Status
Alabama Teacher Mentor Program Plan for 2024-2025_06082024_08:56 Alabama Teacher Mentor Program Plan for 2024-2025	Alabama Department of Education (ALSDE) Montgomery, Alabama	Mark Quintana Alabama Department of Education (ALSDE)	Jun 08 2024		 



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, from this step return to step 6 and follow the directions for the items to revise.

Cognia Support

Cognia Alabama State Office:

Dr. Jeff Wooten
Senior Director, Alabama
Jeff.Wooten@cognia.org
256-366-1251

Dr. Jeff Langham
Director, Alabama
Jeff.Langham@cognia.org
334-201-5763

Gina Norris
Lead Analyst, Alabama
Gina.Norris@cognia.org
1-888-413-3669 ext. 5742

Cognia Corporate Office:

Cognia Client Care
ClientCare@cognia.org
1-888-413-3669