

WISCONSIN COUNCIL OF ADMINISTRATORS OF
SPECIAL SERVICES (WCASS)

MENTOR APPLICATION FORM

Name: _____ Title: _____

School District: _____ Date Assumed Position: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Phone: _____ Fax: _____ Email: _____

Active WCASS Member: Yes: _____ No: _____

WCASS Region (Circle One): 1 2 3 4

Date Submitted: _____

To be completed by WCASS members interested in becoming a mentor:

____ Yes, I am interested in becoming a mentor

____ Yes, I have read the criteria for selecting mentors and the roles and responsibilities of mentors on the back of this application.

Years experience as Director of Special Education/Pupil Services _____

DPI Certification _____

Brief statement why you are interested in becoming a mentor _____

This application form can be mailed, faxed or returned on-line to:

Wisconsin Council of Administrators of Special Services

ATTN: Phil Knobel

4797 Hayes Road, Suite 101

Madison, WI 53704

Phone: 608-245-2511

Fax: 608-249-3163

wcass@chorus.net

Criteria for the Selection of Mentors:

The mentor should have a:

- Proven track record as a successful DSE/PS with over three years experience
- A communication style that adapts to individual differences
- Behaviors that show commitment to constant learning about the discipline, collegiality, and experimentation of one's own style
- A long term commitment to the mentoring role and to the mentee (A two to three year commitment may be necessary)
- A commitment to the completion of a program of study that builds skill in observing, communication, active listening, providing feedback, and program evaluation.

Roles and Responsibilities of Mentors:

- Define, with the mentee, which roles are most comfortable and natural: Listener, supporter, advisor, guide, counselor, role model, friend, nurturer, or resource person.
- Be trustworthy, caring and understanding.
- Support the relationship between the mentee and others in the mentee's district.
- Demonstrate professional competence.
- Share knowledge, insights, materials, skills, ideas and experience with the mentee.
- Offer support and empower the mentee to fulfill the profession's expectations.
- Provide constructive criteria and feedback for the mentee.
- Serve as positive role model.
- Commit to being available and accessible both in a structured and informal manner for the mentee. It is suggested that there be a weekly contact via electronic media and monthly contacts on a face to face basis.
- Assist in the development of the mentee's state required professional development plan (PDP).
- Be willing to attend and participate in mentor-mentee meetings and seminars to be held during the fall State Superintendent's Conference, WCASS winter and spring conferences, and Region CASS meetings.