

## **JEA Mentoring Program**

### **Mentor-Mentee-Administrator Agreement**

The Journalism Education Association established the JEA Mentoring Program to provide assistance in journalism teaching and publication advising for new teachers. (To learn more about the program, see [www.jeamentoring.org](http://www.jeamentoring.org).)

This agreement is designed to help mentors, mentees and administrators establish a relationship that will enhance personal and professional growth. Mentoring relationships are built on trust, respect and acceptance. They are more successful when all parties agree upon what is expected and agree to discuss terms and conditions.

#### **The mentor will:**

- Have effective communication skills and be able to honor confidentiality.
- Encourage and arrange visits with the mentee working with students in class or after school.
- Guide mentee through demonstrations, visits, and consultations to promote instructional excellence.
- Learn and understand district policies and procedures in mentee's school.
- Provide ongoing support, advice and counsel to mentee.
- Understand effective assessments of student media work.
- Establish a system of ongoing communication with mentee.
- Promote reflective practice.
- Act as coach, suggesting strategies (when appropriate) relating to planning, time management, discipline, working with parents, etc.
- Act as motivator, helping build the mentee's confidence through encouragement and inspirational success stories.
- Act as a model of effective teaching and publication advising.
- Promote awareness of diversity and inclusion issues.
- Have full command of journalism curriculum (when possible).
- Suggest procedures necessary for efficiently running a publication staff.

#### **The mentee will:**

- Be open to receiving suggestions, support, guidance, and constructive criticism.
- Have true commitment to the mentoring program.
- Establish professional media goals with assistance from mentor.
- Establish open communication and honor confidentiality.
- Be determined to remain in a journalism position and improve the quality of his/her publication.

#### **The building administrator will:**

- Support the journalism-specific mentor program even if the school has an established mentor program in place.
- Act in a supportive way with the mentee.
- Provide release time, if funding is available, for mentee to attend journalism workshops, conferences and convention.
- Support the publication students' First Amendment rights.

In addition, the building administrator is encouraged to attend a journalism convention, conference or workshop with the new journalism teacher/adviser to support that teacher and become better informed about scholastic journalism.

There may be circumstances when an assigned mentor may not be able to complete his or her assigned mentoring role. These circumstances may range from events in the life of a mentor, personality conflicts, or professional conflicts. If these circumstances arise, every effort will be made to arrange for an alternate mentor at least by the following school year.

This is a two-year commitment for the mentor, mentee and building administrator (or his/her successor). Other than the possible substitute costs associated with release time for the mentee to attend professional development events and the use of the school copier for materials for the mentee, this service is being provided at no cost to the school or school district.

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Mentor : Print name & sign

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Date

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Mentee : Print name & sign

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Date

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Administrator: Print name & sign

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Date

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Name of School, City

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