

IATA Mentor Program Coordinator

Article IV Officers, Section 4: The Mentor Program Coordinator shall be appointed by, and serve at the discretion of the Executive Committee. The same as the Executive Treasurer and Legislative Liaison.

Article VI Executive Committee: The Mentor Program Coordinator shall not be a voting member of the Executive Committee. However, will attend executive committee meetings as necessary to ensure collaboration for mentor program success.

Duties of the IATA Mentor Program Coordinator:

1. Attend executive committee and officer meetings as necessary.
2. Actively participate as a member of the IATA Professional Improvement Committee to revise the Mentor Program Handbook yearly.
3. Collaborate with the University of Idaho to offer professional development credit for mentors and mentees.
4. Solicit and compile a list of volunteer mentors that meet the requirements outlined in the Mentor Program Handbook.
5. Work with the executive committee to match mentors with beginning teachers as outlined in the Mentor Program Handbook.
6. Conduct orientation for new teachers and training for mentors at IATA Summer Inservice or other event as directed by the executive committee.
7. Communicate with the mentors and mentees regularly throughout the year in the form of reminders, surveys, and follow up as outlined in the Mentor Program Handbook.
8. Send relevant Mentor Program information to the IATA website administrator for posting on the IATA website.
9. Distribute relevant mentor program information to Idaho ag educators using the Idaho AgEd Listserv.