



## Summary of Chief School Administrator Responsibilities for New Teacher Mentoring N.J.A.C. 6A:9B-8.4

Effective May 5, 2014, New Jersey mentoring requirements have been updated. The following is a summary of requirements the Chief School Administrator is responsible for within a district:

- Develop a district mentoring program in accordance with State regulations and guidance materials.
- Document the program and its implementation procedures in a district mentoring plan.
- Submit the plan to the district board of education for review of its fiscal impact.
- Sign the District Mentoring Plan Statement of Assurance, which can be found on the Office of Professional Development website:  
<http://www.nj.gov/education/profdev/mentor/DistrictSOA.docx>.
- By July 1 of each year, submit the Statement of Assurance to the district's county office of education, where it will be logged and filed. (see <http://www.state.nj.us/education/counties/> for a list of County Offices).
- Share the district's mentoring plan with each School Improvement Panel (ScIP), which will oversee the implementation of the plan at the school level.
- Keep a copy of the district mentoring plan on file in the district.
- Review and update the district mentoring plan for each coming school year and submit the Statement of Assurance to the County Office of Education by July 1.

### For More Information

- Visit [www.nj.gov/education/profdev/](http://www.nj.gov/education/profdev/).
- Email [TeachPD@doe.state.nj.us](mailto:TeachPD@doe.state.nj.us).