



#213-22

**Commonwealth of Virginia
Virginia Department of Education
Superintendent's Memo #213-22**

DATE: September 16, 2022
TO: Division Superintendents
FROM: Jillian Balow, Superintendent of Public Instruction
SUBJECT: **New Teachers Data Collection for the Mentor Teacher Program and Career Switcher Mentor Program**

The General Assembly appropriated state funding for fiscal year 2023 to support school divisions offering mentoring programs for new teachers with zero years of teaching experience and for new teachers entering the profession through the Career Switcher Program. The New Teachers Program Data Collection (NTPDC) will be used to collect data from school divisions on new teachers with zero years of teaching experience who qualify for the Mentor Teacher Program or Career Switcher Program. Please note this does NOT include teachers who are new to the division with previous years of experience. Funds for school divisions will be allocated on a per-teacher basis that will be determined based on the information submitted by each school division. The NTPDC must be completed by **Friday, October 21, 2022** via the [Single Sign-on for Web Services \(SSWS\)](#) application.

Participation in these funding opportunities is voluntary. However, please note that [§ 22.1-303](#) of the *Code of Virginia* requires that, “School boards shall provide each probationary teacher except probationary teachers who have prior successful teaching experience, as determined by the local school board in a school division, a mentor teacher, as described by Board guidelines developed pursuant to Section 22.1-305.1, during the first year of the probationary period, to assist such probationary teacher in achieving excellence in instruction.”

Mentor Teacher Program

The Mentor Teacher Program provides grants to school divisions offering mentoring programs for teachers with zero years of teaching experience. Pursuant to a previous recommendation from the Joint Legislative Audit and Review Commission (JLARC), VDOE will distribute the \$1.0 million in state teacher mentorship funds in a manner that provides a higher amount per first year teacher by weighting the per teacher amount for the severity of divisions' percentage of unfilled teaching positions. Using weighting calculations, the amount of teacher mentorship funds per new teacher in each division will be weighted using a factor of between 1.0 and 10.0. Divisions with the lowest percentage of unfilled teaching positions will have their per new teacher funding amount weighted closer to 1.0, while divisions with the highest percentage of unfilled teaching positions will have their per position amount weighted closer to 10.0, providing a higher per position amount. Divisions with a percentage of unfilled positions in between will have their per position amount weighted between 1.0 and 10.0 on a sliding scale in proportion to their percentage of unfilled positions.

Please note, school divisions receiving funding through this program will be required to complete a report through SSWS by the end of the school year. Additional information regarding the Mentor Teacher Program report will be provided directly to these school divisions in May 2023.

Career Switcher Program

The Career Switcher Program offers grants to support the mentoring programs for new teachers who have completed Level I of a Career Switcher Program and have zero years of teaching experience. They are completing Level II of their program during the 2022-2023 school year. If funds remain available for mentors for the Career Switcher Program after the fall data collection and distribution of funds, a second data collection will be disseminated in the spring of the school year for the Career Switcher Program only, and the school divisions will be advised accordingly.

Superintendent's Data Collection Approvals (SDCA) Application

Please note that a new teacher's name can be submitted for only one of the two new teacher programs. School divisions will need to select whether the teacher is being collected as part of the Mentor Teacher Program or the Career Switcher Program. School divisions will not be able to edit the information after the data collection has been verified. Instructions for entering and submitting the data are available online as part of the NTPDC application. Each school division has an SSWS account manager who can assign the application to the appropriate individual.

For more information

If you have questions about the Mentor Teacher Program and/or the Career Switcher Program, please contact Shawna LeBlond, Grants Specialist, at Shawna.LeBlond@doe.virginia.gov or (804) 692-0172.

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