



# School District Mentoring Plan Statement of Assurance

Updated July 2022

## Requirement

New Jersey school districts must annually certify to the New Jersey Department of Education (NJDOE) that they are complying with the state's requirements for the school district professional development plan, including requirements for the district mentoring plan (*N.J.A.C. 6A:9B-8.9; N.J.A.C. 6A: 9C-4.2(b)6; N.J.A.C. 6A: 9C-5.3*).

## Who must certify their compliance with the district mentoring plan regulations?

- All public school districts, including charter schools;
  - Charter schools that *exclusively* hire novice teachers under the Charter School Certificate of Eligibility are exempted
- Approved Private Schools for Students with Disabilities (APSSDs); and
- Nonpublic schools and other state-approved schools who require New Jersey certification for their teachers.

## What is the process for annually certifying compliance with these regulations?

For all public school districts except APSSDs and nonpublics:

- A District Mentoring Plan Statement of Assurance (SOA) must be submitted through the online [SOAPDP and Mentoring SOA](#) application in the New Jersey Department of Education's [Homeroom Portal](#).
  - You will complete the SOA for the district Professional Development Plan and the SOA for the district mentoring plan using the same link.
- Follow the instructions in the online SOAPDP and Mentoring SOA application.
  - Complete the checklist.
  - Enter the name of the certifying officer and contact email.
  - Press "Save Data" and then press "Submit."
- Before submitting data, you must click the **Save Data** button. If you do not save before submitting, no data will be recorded for your submission.
  - If you press "Save Data," you can leave the SOA unfinished and return later to complete it.
- If the district requires a record of the submission, the paper SOA may be printed, signed, and maintained in district offices.

For APSSDs and Nonpublic schools:

- APSSDs and nonpublic schools do not use the online SOAPDP and Mentoring SOA application.
- APSSDs and nonpublic schools will download and complete the Mentoring Plan Statement of Assurance Form on pages 3–4 of this guidance document.
- APSSDs will use the form to certify compliance with school-level mentoring planning; nonpublics will use the form to certify compliance with school-level or diocesan-level mentoring planning, as appropriate
- The form must be completed and maintained in the appropriate school-level or diocesan administrative office.

### **Submission deadline**

September 1 for each year

### **For more information**

On mentoring and induction: [TeachPD@doe.nj.gov](mailto:TeachPD@doe.nj.gov)

**Note: Statement of Assurances Form starts on page 3**

# New Jersey Department of Education

## School District Mentoring Plan Statement of Assurance Form

*Not for Submission*

The District Mentoring Plan Statement of Assurance (SOA) form below is provided for reference purposes<sup>1</sup>. This form will not be submitted to the New Jersey Department of Education.<sup>2</sup> Please refer to the instructions on page one of this guidance document for specific instructions regarding the process for annually assuring compliance with mentoring requirements.

Date:

For School Year:

School District:

County:

Address:

City/Town:

Zip Code:

Chief School Administrator:

Phone:

Email:

- The district mentoring plan has been developed in accordance with mentoring program regulations for non-tenured teachers, including novice provisional teachers who hold a Certificate of Eligibility (CE) or Certificate of Eligibility with Advanced Standing (CEAS) pursuant to N.J.A.C. 6A:9C-5.

**Note:** regulations include, but are not limited to, the following:

- All non-tenured teachers<sup>3</sup> in their first year of employment receive a comprehensive induction to school district policies and procedures, including, but not limited to, introduction to school district curricula, student assessment policies, and training on the school district's evaluation rubric, including setting and assessing student learning through student growth objectives.
- All non-tenured teachers in their first year of employment receive individualized supports and activities that have been assigned at the school district's discretion and are aligned with the *Professional Standards for Teachers* at N.J.A.C. 6A:9-3.3, the *Standards for Professional Learning* at N.J.A.C. 6A:9C-3.3, and the school district's Commissioner-approved teaching practice instrument.<sup>4</sup>

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<sup>1</sup> Although the language in this Statement of Assurance form refers to district-level responsibilities, the APSSDs, other state-approved schools, and nonpublic schools using this form will complete it for the appropriate administrative level and procedures.

<sup>2</sup> In certain atypical circumstances, the NJDOE might request the submission of this form for a particular purpose.

<sup>3</sup> For nonpublic schools, any requirements for "non-tenured teachers" in this SOA pertain to provisional teachers holding a Certificate of Eligibility or Certificate of Eligibility with Advanced Standing.

<sup>4</sup> Requirements pertaining to teaching evaluation (including school improvement panels) in this SOA may be adjusted as appropriate to the school type (e.g., charter schools).

- All provisional teachers holding a Certificate of Eligibility or Certificate of Eligibility with Advanced Standing have a one-to-one mentor upon beginning their contracted teaching assignment.
  - All provisional teachers holding a Certificate of Eligibility or Certificate of Eligibility with Advanced Standing participate in a one-year mentoring program.
  - Each mentor teacher holds an instructional certificate<sup>5</sup>, has at least three years of experience, and has taught full time for at least two years within the last five years.
  - The mentor teacher does not serve as their mentee’s direct supervisor nor conduct evaluations of teachers.
  - Each mentor teacher demonstrates a record of success in the classroom, according to the stipulations in *N.J.A.C. 6A:9C-5.2(a)*<sup>4</sup> regarding summative evaluation ratings.
  - Each mentor teacher completes a comprehensive mentor training program that includes, at a minimum, training on the school district’s teaching evaluation rubric and practice instrument, the New Jersey Professional Standards for Teachers, the New Jersey Student Learning Standards, classroom observation skills, facilitating adult learning and leading reflective conversations about teaching practice.
  - Mentoring time is logged and mentor payments are handled through the district office.
- The district mentoring plan has been submitted to the district board of education for review of fiscal impact pursuant to 6A:9C-5.3(a)1.
- The district mentoring plan has been shared with each school improvement panel pursuant to 6A:9C-5.3(a)2.
- The chief school administrator or designee annually has reviewed the plan and revised it, as necessary, based on feedback from mentor logs, each school improvement panel, and data on teacher and student performance pursuant to N.J.A.C. 6A:9C-5.1(a)3.

By signing below, you are attesting to the accuracy of this document.

District Name:

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Signature, Chief School Administrator or Designee (Certifying Officer):

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Date:

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<sup>5</sup> Mentors in nonpublic schools are required to hold a standard New Jersey instructional certificate.