

Texas Education Agency Mentor Program Allotment
Application Scoring Guide for SY 2020-2021

Overview: This scoring guide is rooted in the statutory requirements of the Mentor Program Allotment (MPA). For each section of the application, it includes response requirements, and in many instances, examples of what an LEA may choose to include in its response.

Scoring: An LEA will score 1 point for any complete response that meets the requirements of this scoring guide. An LEA will score 0 points if a response is incomplete or does not abide by the listed requirements. LEAs who qualify for funding based on their priority points and available state funds must score a total of 16 points on their application to be awarded an allotment. Please refer to the MPA Guidelines for more information (tea.texas.gov/MPA).

MPA Application Scoring Guide	
<i>All items are assigned a point value of 1 or 0 based on criteria above.</i>	
Part I: Application (Attachment A)	
Section A: General Information	
1.	1a-g are scored for completion only.
Section B: Mentor Selection & Assignment	
2.	The LEA must include a clear process for ensuring each of its mentor teachers meet the required components listed in a-f. <i>For example, the response may include the process and evidence used for:</i> <ul style="list-style-type: none"> • Identifying qualified mentor candidates that meet the requirements in a-f • Recruiting mentor candidates that meet the requirements in a-f • Screening mentor candidates that meet the requirements in a-f • Selecting mentor candidates that meet the requirements in a-f • Ensuring that the mentor attends the required mentor and beginning teacher induction training
Section C: Release Time or Reduced Teaching Load	
3.	The LEA must include a clear description of reduced teaching load or a clear plan for release time for both the mentor teacher and beginning teacher to ensure each can complete the 12 required hours per semester to engage in mentoring activities. The LEA must also state the frequency with which mentor teachers and beginning teachers will meet. <i>For example, the description may include:</i> <ul style="list-style-type: none"> • How the LEA will leverage MPA funds to pay for release time or a reduced teaching load • How the LEA will ensure that the mentor teacher and beginning teacher's entitled time under TEC §21.404 remains protected • How principals will receive this information and support teachers in meeting these requirements
4.	The LEA must include a clear description of how it will track the time requirement for mentoring activities. <i>For example, the description may include:</i> <ul style="list-style-type: none"> • The point person in the district that will lead the monitoring • The process for monitoring time requirements • How the point person will follow up when concerns appear • With whom (e.g., principal, mentor teacher, and/or beginning teacher) the point person will follow up with when concerns appear

Section D: Mentor and Induction Training Program

5. Scored for completion only. The LEA must indicate whether it will provide training developed internally or externally. If developed externally, the LEA must indicate which external provider will deliver the training (or training materials) and the name of the mentor and induction training program.

6. The LEA must describe a clear tracking and follow-up system to ensure 100% of staff who support beginning teachers attend the training.

For example, the description may include:

- Attendance tracking system either online or hard copy
- The point person in charge of tracking attendance
- Dates and times of follow-up training provided for required attendees who were absent

Part II: Scope & Sequence (Attachment B)

This question will be scored using Attachment B (Part II: Scope & Sequence)

7. The LEA must attach a clear and complete scope and sequence of its mentor and induction training program. The scope and sequence demonstrates that:

- The *content* of the training fully prepares mentor teachers and other staff who support beginning teachers to successfully meet the requirements in TEC §21.458 and proposed new 19 TAC §153.1011, Mentor Program Allotment
- The *cadence* of the training meets the training requirements in TEC Section 21.458 and proposed new 19 TAC Section 153.1011 that stipulates the mentor teacher and staff supporting the beginning teacher attend at least one training happening before the beginning of the school year and at least one training occurring, at minimum, at least once each semester
- The required attendees include, at minimum, mentor teachers, principals and assistant principals, and other individuals who support the mentor teacher

For example, the attachment may include:

- A calendar with training dates in the summer and training dates each semester
- A table with the following column headers
 - Date
 - Duration of training
 - Audience
 - Topics covered
 - Details about topic covered
 - How success of the training is measured

Additionally, LEAs may find it helpful to cross-reference the headings in the Assurances section of the MPA Application for relevant training topics. LEAs may add topics to their training beyond what is required in statute and proposed rule.

8. The LEA must list and briefly indicate the research basis for the mentor and induction training. The research basis could include content covered that is specific to mentoring and induction or general research related to professional development or adult learning theory tenets.

For example, the description and brief statement may include:

- How the training aligns to adult learning tenets
- How the professional development will be delivered (fact-to-face, online, blended)
- How participants receive follow-up training and supports

LEAs may consult with an external service provider to complete this section.

Section E: Assurances

9. The LEA agrees to the *Mentor Selection* assurances by checking all the boxes.

10. The LEA agrees to the *Mentor/Beginning Teacher Assignment* assurances by checking all the boxes.

11. The LEA agrees to the *Training* assurances by checking all the boxes.

12. The LEA agrees to the *Mentor Roles and Responsibilities* assurances by checking all the boxes.

- 13. The LEA agrees to the *Time for Mentoring Activities* assurances by checking all the boxes.
- 14. The LEA agrees to the *Use of the MPA funds* assurances by checking all the boxes.
- 15. The LEA agrees to the *Compliance Reporting & Program Review* assurance by checking all the boxes.
- Part IV: Qualtrics (online submission tool)
- 16. The LEA fully completes all questions and uploads all necessary attachments in Qualtrics.

LEA Score Report	
LEA Name	
Total Points	
Required Points for Approval	16 points