

## GRADUATE DIPLOMA IN ADVANCED PROFESSIONAL STUDIES IN EDUCATION ADVANCED PROFESSIONAL STUDIES

### MENTOR APPLICATION DETAILS

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Advanced Professional Studies in the Faculty of Education, Graduate Studies works collaboratively with school districts to design Graduate Diploma in Advanced Professional Studies in Education programs (GDEs), which engage K - 12 educators in focused, sustained reflective inquiry into classroom practice. GDEs consist of 30 credits of coursework over two years in a specific theme and are offered in the evening at off-campus sites (usually within a school district) in a cohort basis.

Mentors are required to make a two-year commitment to a GDE program and their involvement will take various forms, including attendance at after-school classes during the school year, partial attendance in a five-day summer institute in August, and maintaining contact with the teacher-learners to whom they are assigned throughout each term. In addition, to ensure program continuity and consistency, Mentors are expected to participate in regular meetings throughout the program and are also required to participate in a Professional Learning Event (Fall or Spring, in the evening) and an annual Mentor Conference (February, on a Saturday).

#### **Mentor Qualifications**

*Applicants should be*

- knowledgeable as an educator, with breadth in the theme of the program;
- experienced in working with adult learners;
- self-directed learners with an orientation toward teacher inquiry;
- able to build positive relationships with individuals and work effectively in a team environment;
- able to support teacher professional development as a long-term learning process;
- reliable, flexible, and comfortable in a dynamic, ever-changing work environment;
- able to commit to a two-year involvement and available for evening/summer classes as required, planning meetings, Professional Learning Event (Spring or Fall - evening), annual Mentor Conference (February - Saturday), and regular contact with the teacher-learners in their Mentor group;
- currently employed in a BC school district or possess current knowledge of BC schools (K-12).

#### **Mentor Responsibilities**

*Mentors generally work with a group of 6-8 teacher-learners in a cohort and responsibilities include:*

- supporting ongoing learning and reflective self-assessment;
- reviewing and responding to individual learning portfolios and field study documents;
- responding to e-mails and suggesting resources to assist teachers with their field study work;
- leading learning-focused discussions for planning, problem-solving and reflecting purposes;
- providing a response to presentations of field studies and portfolios;
- assisting teacher-learners to create realistic learning and fieldwork plans, develop and complete projects, and demonstrate and reflect on what they learn from these activities;

- fostering critical examination of beliefs and assumptions that influence teachers' educational decisions;
- encouraging teacher collaboration and supportive educational communities;
- participating in planning and debriefing sessions with other Mentors and the Faculty Associate;
- participating in a Professional Learning Event (Spring or Fall in the evening) and annual Mentor Conference (February on a Saturday).

The frequency, nature and length of each Mentor's contribution will vary from term-to-term, depending on the needs of the students and the nature of each individual program. Involvement takes place both during and outside of GDE class times.

## **References**

Please provide the names and contact information of two references. Referees should be able to speak to the "Mentor Qualifications and Mentor Responsibilities". References are provided on the Mentor Application Form.

## **Compensation**

Typically, Mentors are compensated for approximately 20 hours of in-class work per term, as well as an equivalent number of additional hours of work outside class hours. Mentors are compensated at an established rate of \$1,300 per term (except for the first term, when they are paid \$100 per meeting for up to 2 meetings). Compensation is paid at the end of each term via the university's payroll system.

## **Application Process**

Applicants must submit a completed Mentor Application Form, a letter of application indicating interest and qualifications, and a current curriculum vitae to: **Dr. Paula Rosehart, Associate Director, Advanced Professional Studies c/o aps\_general\_admin@sfu.ca**).

Please contact **Celeste Hambleton** at [aps\\_program\\_manager@sfu.ca](mailto:aps_program_manager@sfu.ca) if you have any questions about Mentor positions.