



Director Mentor Quick Fact Sheet

A Director Mentor is . . .

The term “Director Mentor” is used by the California Early Childhood Mentor Program to identify an early childhood administrator who has applied and been selected by her or his local Mentor Program. The Mentor Program, funded by the California Department of Education, Child Development Division, works with 104 community colleges across California. Those colleges, either individually, or working together in regional groupings, invite early childhood leaders from their community to serve on a Mentor Program Selection Committee. Each Committee uses the guidelines of the Mentor Program to review applications, meet with applicants, and select Director Mentors from a variety of child care settings, including publicly and privately funded centers and large family child care programs.

A Director Mentor does . . .

A Director Mentor works with less experienced Directors, Site Supervisors, Assistant Directors, or experienced Directors who are facing new challenges, to provide support, suggest resources, and encourage the Protégé Director to gain the skills and confidence needed to succeed. The Director Mentor and Protégé Director work together with the local Mentor Program Coordinator to identify the Protégé’s needs and develop a customized contract. The Director Mentor and her or his Protégé then meet in person, talk over the phone, and/or communicate via email for a total of 20 hours. These 20 hours may be completed in one week, many months, or something in between, as long as the hours begin and end within the same fiscal year (August 1-July 31). In addition to 20-hour contracts Director Mentors may complete short term Director Mentor record hours which they will be compensated \$25 per hour and \$35 per hour for special focus mentoring (owner/operators of Family Child Care Homes or administrators of programs serving children birth to three).

What are the rewards?



Upon completion of each 20-hour contract, once approved by the local Mentor Program Coordinator, the Mentor Program pays the Director Mentor a stipend of \$500. In addition to this stipend, Director Mentors may also earn an hourly stipend of \$25 per hour for short-term mentoring, including working with Director Mentor applicants to help them understand the assessment tool being used as part of the selection process, the *Program Administration Scale* (Talan and Bloom, 2011). Director Mentors may also earn a stipend of \$35 per hour mentoring owner/operators of Family Child Care Homes or administrators of programs serving children birth to three. All stipend-eligible activities must be pre-approved by the local Mentor Program Coordinator.

In addition to the monetary rewards, Director Mentors reap professional rewards. Director Mentors are encouraged to become involved in a local Director Seminar, open to all Directors in a community. The Mentor Program provides facilitation support for these seminars. The program holds professional development conference calls to learn and discuss advanced mentoring techniques. Once a year, the Mentor Program offers an in-person Advanced Director Mentor Institute, to which all Director Mentors across California are invited and for which travel and meeting expenses are paid. The Institute is a two-day in-depth session focusing on mentoring and leadership skills. Director Mentors may also participate in a four-session webinar series “Virtual Advanced Director Mentor Institute” each year. Finally, the professional acknowledgement of being a Director Mentor identifies an individual as an exemplary ECE administrator who is also skilled in supporting others in their professional growth. Director Mentors frequently become, if they were not before, recognized leaders in their ECE communities.

How do I Become a Director Mentor?

- Step 1.** Meet the minimum qualifications: Experience in a supervisory position at an Early Childhood Education facility for at least three years and completion of at least three units of ECE administration and supervision.
- Step 2.** Participate in an Online Director Mentor Information Session. These Sessions are offered for a nominal fee and are accessible to participants anywhere in the state. Announcement of the session dates and a link to the registration site are available on the Mentor Program website, www.ecementor.org from August through January.



No sessions are held February through June by the State office. However, a current Director Mentor can work with you to complete the information session. If you would like us to email you as soon as registration begins, please contact Michelle St. Germaine at mstgermaine@chabotcollege.edu.

Steps 3 and 4 may done in either order

Step 3. Complete a one-day Director Mentor Institute (DMI). Individuals who participate in an Informational Webinar and complete a survey about the session, meet the minimum application requirements, and are interested in applying to become a Director Mentor will be invited to one of two Director Mentor Institutes and online Director Mentor Institute.

Step 4. Apply to your local Mentor Program. To do so, contact your local Mentor Program Coordinator, request an application, and submit that application to the Coordinator.

Your written application, references, transcripts, documentation of quality review, and other supporting materials will be reviewed by the Coordinator and a team of two Selection Committee members. If these materials present you as a viable candidate for Director Mentor, you will proceed to Step 5 below.

Step 5. Conduct a Program Administration Scale (PAS)* self-study, select and prepare documentation for seven PAS items, and participate in an interview at your site conducted by two Selection Committee members. * Owner-operators of Family Child Care Homes may use the Business Administration Scale (BAS) in lieu of the PAS.

After receiving all applications for the selection period, the local Selection Committee meets to screen the applications and determine selection teams and procedures. Note that Selection Committees may ascribe higher priority to applications from Directors who have, or have had, a Mentor Teacher on their staff. Committees may also establish priorities based on program needs, such as representation by programs of different types (family, corporate, or publicly-funded child care, for example), need for bilingual Director Mentors, or need for Director Mentors with particular areas of expertise.



For Further Information, Contact:

*California Early Childhood Mentor Program
Chabot College, 25555 Hesperian Boulevard, Hayward, CA 94545
Phone: (510) 723-7100 - FAX: (510) 723-6631
<http://www.ecementor.org>*

Dear Early Childhood Administrator,

The CA Early Childhood Mentor Program is looking to add to our distinguished group of Director Mentors. If you have overseen a center or large family childcare home for a period of 3 years or more and have at least 3 units of ECE Administration and Supervision, you qualify to apply to become a Director Mentor.

Sharing your knowledge and skills with new Directors is a very rewarding experience. You may be someone who already offers your advice to other Directors in your area. Wouldn't it be wonderful to get paid for the time and effort you are currently giving away? Director Mentors also support seasoned Directors who are facing a new challenge.

The first step in this journey is to attend a Director Mentor Information Session. This is a 2 hour online only training about the Mentor Program and the Director Mentor component of the program. It also covers our use of the PAS or BAS tool (Program or Business Administrative Scale tool). We offer scheduled dates (below) for that training, or you can contact a current Director Mentor and set up a "One on One" session to meet your individual needs. There is a cost of \$20. Once registered, we will send you a PAS/BAS book and a packet of information you will need for the webinar.

Date	Time	Registration Deadline
September 6, 2018	Thursday 1-3pm	August 28, 2018
September 19, 2018	Wednesday 10-noon	September 6, 2018
September 25, 2018	Tuesday 6-8pm	September 13, 2018
October 3, 2018	Wednesday 10-noon	September 20, 2018
October 26, 2018	Friday 2-4pm	September 22, 2018
November 27, 2018	Tuesday 6-8pm	October 26, 2018
January 10, 2019	Thursday 10-noon	December 19, 2018
January 16, 2019	Wednesday 2-4pm	January 8, 2019

If this sounds like something you would enjoy, use the URL's below to sign up for either a scheduled or "One on One" session today.

URL for scheduled session registration

<https://2018-dminfo-session.eventbrite.com>

URL for a "One on One" scheduled session

<https://one-on-one-dminfo-session.eventbrite.com>



If you have any questions about the program or the process for becoming a Director Mentor, call Christie Verarde at 510-723-6624. You can also email Christie at cverarde@chabotcollege.edu