



Mentor Program Overview

Welcome to the NYSASBO Mentor Program; we are excited that you are interested in learning more about your Association's professional development offerings.

Mentoring Program Goals

Our Mentor Program is designed to fill the gap in areas where expertise is desired and to develop networks between colleagues. Using a 1:1 instructional/tutorial approach, an experienced School Business Official (SBO) is paired with a mentee with whom to discuss job-related responsibilities. Our aim is to:

- Support mentees in acquiring performance skills and knowledge necessary to become a skilled SBO.
- Develop a cadre of experienced SBO's who want to serve as mentors.
- Help mentees build a better understanding around the demands of a SBO, especially if there is a lack of familiarity with school settings.
- Enhance the professional development and thus the success of colleagues who:
 - are new (first and second year SBOs) to the profession and in need of technical assistance to develop expertise,
 - want to develop new levels of expertise or make a career change,
 - want to advance in the profession.
- Provide resources that facilitate decision-making and the mentoring process.

Definitions

Mentoring - The purpose of the mentoring process is to support participants in becoming more effective in their work environment. Mentoring takes place through conversations between an experienced SBO, who is trained in mentor practices, and a mentee who wants to grow successful school business practices. The focus is on the mentee's learning needs and desired outcomes. Timely feedback and reflection through the asking of impactful questions are essential components in mentoring sessions.

Mentor - The mentor is a respected and reflective SBO who is committed to the mentoring process, and is highly skilled in organizing people and information, communicating, listening, analyzing, providing feedback, and negotiating. Mentors have been NYSASBO members for at least three years, successfully completed the mentor application process, and are up-to-date in SBO practices. Mentors are committed to serving as a mentor for at least one calendar year.

Mentee - The mentee is a NYSASBO member who is willing to listen and communicate openly and honestly in the search for new learning. Mentees are willing to critically examine performance and to work toward meeting goals. The mentee agrees to keep a contact log of new learning.

Founding Principles

We believe a quality mentor program is built on the following Founding Principles.

- Mentors must be confident and secure in the body of knowledge essential to being a successful SBO.

- Active listening, defined as listening with the intention to understand without judging, is practiced.
- Development of a trusting relationship is essential.
- Appreciation of the mentee's strengths and values is unique to each mentee-mentor pair.
- Asking impactful questions are what get to the heart of issues.
- Giving feedback and encouraging reflection builds capacity.
- Demonstrating a growth-oriented mindset provides for mutual learning.

How do I Become a Mentor?

To become a mentor, read the NYSASBO *Mentor Standards* and the NYSASBO *Mentor Program Overview*, and view the *Becoming a Mentor Webinar*. Complete the "Should I Become a Mentor Checklist?" and the application; all are located on our website (www.nysasbo.org/mentoring).

Submit application materials to Brady Regan, Deputy Director of Government Relations and School Services, brady@nysasbo.org. Brady contacts mentors and creates the mentee-mentor pairings; criteria for selection of mentors are based on geographic area and job-alike SBO responsibilities to those of the mentee.

How do I Obtain a Mentor?

Contact Brady Regan, Deputy Director of Government Relations and School Services, brady@nysasbo.org, and complete the needs assessment.

What is the Time Commitment?

It is expected that the formal mentor-mentee relationship will last a minimum of one calendar year.

What Resources are Available?

The following resources can be found on our website.

NYSASBO Code of Ethics

NYSASBO Mentor Standard

NYSASBO Mentor Program Webinar

NYSASBO The Evaluation Tool

The International School Business Management Professional Standards

How is the Mentor Program Evaluated?

At the close of the mentoring process, both the mentor and the mentee individually complete a one-page questionnaire.

*To learn more about our program, contact
Brady Regan, Deputy Director of Government Relations and School Services, brady@nysasbo.org
or visit our website (www.nysasbo.org/mentoring).*