

## Mentor-Coach/Apprentice/Center Director Agreement

IdahoSTARS ★ 1471 Shoreline Drive, suite 202 ★ Boise, ID 83702 or Call the 2-1-1 Idaho CareLine by dialing 2-1-1 or 1-800-926-2588

This contract dated \_\_\_\_\_, is made by and between the mentor/coach \_\_\_\_\_ (name of mentor/coach), the apprentice \_\_\_\_\_ (name of apprentice), and the director \_\_\_\_\_ (name of director).

Name of Center: \_\_\_\_\_

### MENTOR/COACH

1. Will guide and facilitate the completion of apprentice's \_\_\_\_\_ (usually 4000 hours) of on-the-job training and mastery of the following 6 apprenticeship competency goals:
  - Establish and maintain a safe and healthy learning environment.
  - Advance physical and intellectual competence.
  - Support social and emotional development and provide positive guidance.
  - Establish positive and productive relationships with families.
  - Ensure a well-run, purposeful program responsive to participant needs.
  - Maintain a commitment to professionalism.
2. Will schedule and meet with apprentice for twenty-four sessions per year. Meetings will be arranged at a mutually agreeable time at apprentice's place of work. Focus of meetings will be on achieving apprenticeship competency goals, implementing classroom theory to the work environment and achieving goals established from baseline evaluation tool. Questions about coursework should be directed back to course instructor.
3. Will communicate monthly with Regional Quality Consultant. Purpose of communication will be to keep the regional office appraised of the progress towards the accomplishment of apprenticeship goals.
4. Will track communication with apprentice and director on communication log form. A signed form will be sent monthly to program director.
5. Will sign monthly progress record. It is the mentor/coaches' responsibility to send these signed forms to the Regional Quality Consultant and Mentor/Coaching Resources program director, monthly.
6. Will make monthly contact with director via telephone or in person to discuss apprentice's progress and information pertinent to the success of the apprenticeship.
7. Will serve as peripheral support to directors who are voluntarily seeking better understanding of child development issues and management of their programs.
8. Will notify the Regional Quality Consultant and Mentor/Coaching Resources program director of any concerns that could affect the success of the apprenticeship.

## APPRENTICE

1. Agrees to complete \_\_\_\_\_ (usually 4000 hours) of on-the-job training and mastery of the following 6 apprenticeship competency goals:
  - Establish and maintain a safe and healthy learning environment.
  - Advance physical and intellectual competence.
  - Support social and emotional development and provide positive guidance.
  - Establish positive and productive relationships with families.
  - Ensure a well-run, purposeful program responsive to participant needs.
  - Maintain a commitment to professionalism
2. Agrees to complete \_\_\_\_\_ (number of hours) of on-the-job training as defined by the following 8 work process areas:
  - Child Growth and Development: 600 hours
  - Learning Environment and Curriculum: 620 hours
  - Child Observation and Assessment: 540 hours
  - Families and Communities: 380 hours
  - Health, Safety and Nutrition: 520 hours
  - Interaction with Children: 900 hours
  - Program Planning and Development: 280 hours
  - Professional Development Leadership: 160 hours
3. Will complete and send Mentor/Coaching program director a signed monthly progress record.
4. Will meet twenty-four times per year with mentor/coach for approximately 1 hour per session. Meetings will be arranged at a mutually agreeable time at apprentice's place of work. The focus of meetings will be on achieving apprenticeship competency goals and work process areas, implementing classroom theory to the work environment and achieving goals established from baseline evaluation tool. Questions about coursework should be directed back to course instructor.
5. Will track communication with mentor/coach on a communication log form.
6. Will work towards completion of \_\_\_\_\_ (name of degree) degree at \_\_\_\_\_ (name of university/college) by the end of \_\_\_\_\_ (number of hours) hours of on-the-job training and \_\_\_\_\_ (number of years) year apprenticeship contract.
7. Will communicate monthly with the center director to discuss progress and share information.
8. Will implement newly acquired skills and knowledge in the classroom environment.
9. Will notify Regional Quality Consultant and/or Mentor/Coaching Resources program director of any concerns that could affect the success of the apprenticeship.
10. Will contact the Mentor/Coaching Resources office upon completion of degree so that completion materials can be prepared. (Completion of apprenticeship includes three requirements: 1. Completion of a degree in E.C.E. 2. Completion of the designated number of yearly sessions with a mentor/coach 3. Completion of the designated number of hours of on-the-job training in the required 8 work process areas.)
11. Understands that the mentor/coach may be employed by another child care facility in the same region and may also be eligible to receive IdahoSTARS funding.

## DIRECTOR

Agrees to support apprentice during \_\_\_\_\_ years of employment and \_\_\_\_\_ hours of on-the-job training by providing the following:

1. 24 hours of uninterrupted time per year for both mentor/coach and apprentice to meet.
2. Sign apprentice's monthly progress record.
3. Work with apprentice to implement newly learned skills in her/his work environment.
4. Encourage sharing of apprentice's newly learned knowledge and skills with other staff members and parents.
5. Conduct monthly updates with **apprentice** to discuss progress.
6. Conduct monthly updates with **mentor/coach** (either in person or via telephone) to discuss progress of apprenticeship and exchange information pertinent to success of apprenticeship.
7. Notify Regional Quality Consultant and/or Mentor/Coaching Resources program director at any time an apprentice terminates her/his employment contract or decreases her/his work hours to less than 25 hours a week.
8. Notify Regional Quality Consultant and/or Mentor/Coaching Resources program director of any concerns that could affect the success of the apprenticeship.

## TERMS OF AGREEMENT

This agreement will begin \_\_\_\_\_ and will end upon apprentice's completion of her/his \_\_\_\_\_ year agreement and \_\_\_\_\_ hours of on-the-job training. Either party may cancel this agreement with thirty days written notice to the other parties.

Mentor/coach signature: \_\_\_\_\_ Date: \_\_\_\_\_

Apprentice signature: \_\_\_\_\_ Date: \_\_\_\_\_

Director signature: \_\_\_\_\_ Date: \_\_\_\_\_