



## 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 Social Services, works with nearly 100 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.

### What does a Director Mentor do?

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).

### 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.cecmp.org](http://www.cecmp.org) from August through January. No sessions are held February through June. If you would like us to email you as soon as registration begins, please contact [info@cecmp.org](mailto:info@cecmp.org).

**Step 3 and 4 can be in reverse 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. Exact dates and locations will be announced at the half-day sessions.

**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**  
**25555 Hesperian Boulevard, Hayward, CA 94545**  
**Phone: (510) 723-7100 - FAX: (510) 723-6631**  
**[www.cecmp.org](http://www.cecmp.org)**

