



Pennsylvania Association of School Business Officials

Mailing Address:
P.O. Box 6993
Harrisburg, PA 17112-0993
Telephone 717-540-9551

www.pasbo.org

Office Location:
2579 Interstate Drive
Harrisburg, PA 17110
FAX 717-540-1796

PASBO Mentorship Program Guidelines

PROGRAM OBJECTIVES

1. To provide a unique professional development opportunity for new and experienced school business officials.
2. To assist Pennsylvania school entities with the successful transition of school business officials and thereby improve the delivery of services to the students, staff and community.
3. To provide technical assistance and guidance to school business officials to promote the attainment of the highest standards of ethics and competence in all aspects of school business management.
4. To assist school business officials in understanding the need for and the development of an on-going personal professional development plan to enable them to attain the highest level of personal competence and to prepare them for positions of increased responsibilities.

PROGRAM RESPONSIBILITIES

Responsibilities of Regional Chapter Mentorship Coordinator

1. Maintain a list of current chapter members who would be willing to serve as a mentor. It is recommended that mentors be school business officials with a minimum of three years of successful school experience.
2. When notified by the Regional Chapter Officer or PASBO of a new member, contact the new member to offer and encourage involvement in the mentorship program. Suggested procedure is a letter or email followed by a personal phone call. (See sample letter attached)
3. If requested, match the new member with an appropriate mentor. Try to match similar job responsibilities and LEA size where possible.
4. Distribute the Mentorship Program Guidelines to the mentorship team.

PASBO Mentorship Program Guidelines

Responsibilities of Mentor:

By agreeing to be a mentor, you will be helping a new professional to develop his/her professional career with information, experience, and encouragement. Email usually is the convenience way of communication.

1. Send a welcome message to the mentee.
2. Discuss with your mentee what you can do to meet his/her needs.
3. Set up the method and frequency of continued communication.
4. Review with you mentee his/her interests and area of needs to be covered during the mentorship period.
5. Determine activities within the program time frame. Possible topics: sharing professional experience, providing career advice, attending a regional chapter meeting, exploring professional/career development interests and continued education opportunities, assisting in self-assessment, or encouraging participation in professional organizations and listserv(s).
6. Be timely in your correspondence and communications.
7. Be courteous and considerate to one another's needs and limitations.
8. Show respect, and deal with issues in a professional manner.
9. Mentors earn continuing education unites (CEUs) toward the PASBO Professional Registration Program.

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Responsibilities of Mentee:

1. Make initial contact with your assigned mentor. Agree on the best communication methods.
2. Introduce yourself to your mentor. An updated vita may be a good start but is not required.
3. Set up the method and frequency of continued communication.
4. Clearly convey your interests and area of needs you want covered during the mentorship period.
5. Determine activities within the program time frame. Possible topics: sharing professional experience, providing career advice, attending a regional chapter meeting, exploring professional/career development interests and continued education opportunities, assisting in self-assessment, or encouraging participation in professional organizations and listserv(s).
6. Be timely in your correspondence and communications.
7. Be courteous and considerate to one another's needs and limitations.
8. Show respect, and deal with issues in a professional manner.
9. Mentees earn continuing education unites (CEUs) toward the PASBO Professional Registration Program.



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Date

New Member Name

Title

School District

Address

Dear first name:

I am writing to personally congratulate you on becoming active in the Pennsylvania Association of School Business Officials (PASBO).

I would like to invite you to participate in the programs of our Regional Chapter. The meetings offer an excellent opportunity to network with other professionals in positions similar to yours. For information on our chapter officers and upcoming chapter meetings, please visit <http://www.pasbo.org/regchaps.asp>.

Also, PASBO and our chapter offer a mentorship program to provide technical assistance and guidance to school business officials. This program can provide a personalized professional development opportunity for:

- Experienced business officials who are getting settled in a new position
- Professionals from other careers making a transition into a position in school business
- Individuals beginning their professional career in school business

If you would like to take advantage of the program and be matched with a mentor, please fill out and return the attached form or contact me to get the process started.

Sincerely,

Name

Mentorship Coordinator

Chapter Name

Pennsylvania Association of School Business Officials Mentorship Interest Form

I would like more information on the Mentorship Program

I would like to participate in the Mentorship Program

Name _____

Title _____

School Entity _____

Phone _____

Fax _____

Email _____

I am:

- An experienced school business official starting in a new position/school district.
- An experienced professional making a transition into a position in school business.
- A new graduate beginning my professional career in a school business position.

Please return to your Chapter Mentorship Coordinator:

Insert Name

Title

Address

Phone/Fax/Email