



### About our program:

The ConnCASE mentoring program is structured to provide support, professional development and access to a variety of information sources critical to a Director of Special Education's success during his / her first year as a director of special education.



Interested in being a Mentor / Mentee?

Please contact .....



Please contact :

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Connecticut  
Council of  
Administrators  
of Special  
Education



*Presents the :*

# ConnCASE Mentor / Mentee Program

*An informational brochure*

## Who is our program for?

The ConnCASE mentoring program is available to all first year directors of special education whose school district allows the director to participate in the program. As part of the mentoring program, ConnCASE will pair each first year director ("mentee") with an experienced director of special education from another school district within the state to act as the first year director's ("mentor").

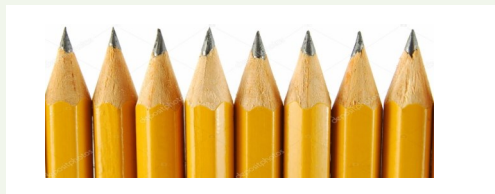
## What does the program offer?

The ConnCASE mentoring program offers perspectives that may complement or distinguish from mentoring offered by CSDE, for example: offering the unique perspective of a current (Special Education Director) colleague who gives feedback or immediate (including new) issues/challenges, also, resourceful feedback that connects directly to the discussions, positions taken, activity in progress with the ConnCASE professional community of Special Education Administrators.

## What are the program requirements?

The mentoring program requires a yearlong commitment and consists of two hour long monthly meetings to take place at a mutually agreeable date, time and place to be determined by the mentor and the mentee.

Participation in the ConnCASE mentoring program is completely voluntary and neither ConnCASE or its designated mentors are paid. No monetary or other compensation is exchanged between the District and ConnCASE, or between the mentor and the mentee.



## What are the program rules?

**Confidentiality:** Neither the mentor nor the mentee will supply the other with educational records of students attending their respective districts. To the extent that specific student cases are discussed, the mentor and the mentee will not disclose the name of the student or other identifiable information or other confidential information is inadvertently shared between the mentor and the mentee, this information will remain confidential to the mentoring relationship and will not be further discussed.

**District Commitment:** The District understands the purpose of the ConnCASE mentoring program and agrees to allow the mentee Director of Special Education, to participate in the ConnCASE mentoring program, which includes monthly two (2) hour meetings with a ConnCASE mentor.

The District understands that all discussions between the mentor and the mentee will be kept confidential and that the information shared during the mentoring program will not be further disclosed. To whatever extent necessary in order to protect the information shared between the mentor and mentee during the mentoring relationship, the District agrees that ConnCASE is a contracted service provider for all purposes associated with the mentoring program, so long as the District Director of Special Education mentee participates in the mentoring program.

## Rules, con't.

The District agrees that this agreement is a one year agreement and agrees that the ConnCASE mentoring program is a voluntary program and that the District is not being paid by ConnCASE for the mentee's participation in the program, and the District shall seek no compensation, financial or otherwise, from ConnCASE for any losses or expenses associated with the participation of the mentee in the mentoring program. The District further agrees to comply with all other terms of this agreement.

**ConnCASE Commitment:** ConnCASE agrees to provide the District's mentee Director of Special Education, with a mentor from ConnCASE who is an experienced director of special education. ConnCASE agrees that it and its mentors will keep all confidential information shared during the mentoring program confidential and will not further disclose any confidential information shared during the mentoring relationship. ConnCASE agrees that the mentoring program is a voluntary program and that ConnCASE is not being paid by the District to supply a mentor, nor shall ConnCASE seek any compensation, financial or otherwise, from the District for any losses or expenses associated with the participation of the mentor in the mentoring program. ConnCASE agrees that this agreement is a one year agreement.

