

# N GA UMC PRESCHOOL ASSOCIATION

## JOB DESCRIPTION FOR MENTORS

- Thoroughly familiarize yourself with the most recent certification procedure available online at <http://www.ngumc.org/preschoolassociation>.
- Upon receiving a school assignment, email and/or call and introduce yourself. Offer any helpful insights you may have about the process.
- Establish a plan to stay in touch. Touch base again within the month and offer to visit the school, if feasible. Review topics to be evaluated and offer helpful suggestions, copies of documentation, etc.
- Call again in January and February. Keep in touch and keep encouraging! Assist director in monitoring progress of the self-study.
- Remind director of the February 20 deadline for mailing or February 27 deadline for hand delivery of completed self-study notebook.
- Notify the certification chairperson regarding status of assigned school by February 27. If a school has been unable to complete the self-study, encourage the director to continue the process by completing the deferment form and re-applying the following year.
- If the school has completed their self-study, schedule an on-site visit.
- Read the self-study packet and proof of documentation carefully. Take notes to clarify points at the on-site visit.
- Complete the on-site visit along with another experienced director. The other director will be arranged for you. You just need to coordinate the onsite visit.
- Once the visit is completed, make time to go over the onsite evaluation and the documentation with the other experienced director.
- Complete the self-study packet (criteria met/ not met) and write a summary letter. The letter should include the status of certification, either certified or deferred. If the school needs to make corrections, have them complete the deferment form. If the school is to receive their certification, make copies of the letter and self-study packet and send to the certification chairperson.
- Mail the summary letter to the director.
- Call or email to congratulate the director or encourage to continue the certification process.
- Return original completed self-study packet and documentation to the applying school.