



FLENJ

**Foreign Language Educators
of New Jersey**



**Mentoring Fellowship for
SUPERVISORS**

Program Handbook

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Purpose & Overview of Program

The FLENJ Supervisor Mentoring Fellowship is a 2-year program designed to support individuals who are new supervisors or administrators overseeing the area of world languages (i.e., it is not necessary that the participant be new to supervision but new to supervision of world languages).

The goal is to help develop leadership capacity in world language supervision and, ultimately, to develop the next generation of world language educators. The program is designed to support a variety of supervisors and administrators who are newly charged with overseeing world language programs including:

- New supervisors of WL
- New supervisors of WL & Other Areas
- Lead/Head Teacher or Chairperson of WL
- Building Administrator (Principal/AP) responsible for WL
- District-Level Administrators responsible for WL

Specific requirements for participation are listed below in “Requirements for Participation.”

History & Acknowledgment

The idea for a mentoring fellowship program for supervisors was originally conceived as a result of FLENJ’s participation in “Cohort 3” (2019-20) of [ACTFL](#)’s emerging leaders program, also known as [LILL](#) (Leadership Initiative for Language Learning).

LILL is based on the premise that every educator is a leader and strives to be highly effective. LILL aims to bring the best and brightest language educators, teacher leaders, and national experts together with emerging leaders selected by state and regional organizations such as FLENJ.



**Leadership Initiative for
Language Learning**

The emerging leaders have the opportunity to discover their sphere of influence for effecting change, engage with peers, and create their own proactive plan in support of the organization naming them to participate.

Mission & Vision

The **mission** of the FLENJ Supervisor Mentor Fellowship Program is to grow school administrators to supervise, evaluate, and cultivate the next generation of world language educators.

The **vision** of the FLENJ Supervisor Mentor Fellowship Program is informed, educated, and prepared world language supervisors

Benefits of Participation

FLENJ offers the following benefits of participation in the program for those participants who meet expectations (see “Expectations of Participants”):

- Complimentary registration at the FLENJ Annual Conference.
- Complimentary registration at one (1) workshop, chosen between mentor-mentee
- Participation in a book club on leadership
- Virtual meetings with a cohort of new and experienced supervisors and other administrators responsible for overseeing world languages
- Certification of participation in the mentoring program, if desired
- Collaboration with a community of educators committed to enhancing world language instruction
- Opportunities to work closely with leaders of world languages around the state

Requirements for Participation

- Membership in FLENJ through duration of participation in the program
- Agreement to meet virtually and/or in person with assigned mentee
- FLENJ will require a personal Gmail account for enrollment in a Google Classroom. Link for help creating a Google account: <https://support.google.com/accounts/answer/27441?hl=en>

Requirements for Mentors

- Mentors should have at least 5 years of supervisory/administrative experience (preferred).
- Mentors should have a background in world language education (preferred).

Requirements for Mentees

- ❑ Mentees must be responsible for overseeing/evaluating world language teachers and programs.
- ❑ Mentees should have no more than 3 years of supervisory/administrative experience in supervising world languages (i.e., applicants should be new to supervising world languages but may have experience supervising other areas).

* FLENJ may discontinue the participation of any mentor/mentee who fails to meet the program requirements.

Expectations of Participants

- ❑ Mentors and mentees will be expected to participate in up to 4 virtual meetings per year organized by FLENJ.
- ❑ A meeting of mentors and mentees may also take place at annual events including the summer refresher and annual conference.
- ❑ Mentors are requested to stay in regular touch and document their form and frequency of communication.
- ❑ Participants are asked to attend the FLENJ Annual Conference. Registration is complimentary for all participants who meet above expectations.

* FLENJ may discontinue the participation of any mentor/mentee who fails to meet the program expectations.

Applications & Selections

Qualified candidates should apply to participate on the FLENJ website (www.flenj.org). Participants will be selected based on need and on availability of mentors/mentees. Participants will be notified in writing via email.

Once accepted into the program, mentors and mentee pairs will be assigned based on a variety of criteria, including geographical distance, background of teaching and leadership, years of experience, etc. Mentor and mentees pairings are done at the sole discretion of FLENJ, and decisions are final. FLENJ cannot honor requests for changes.

Certification of participation in the mentoring program will be provided to participants' administrators during the school year, if desired.

In some cases, mentor-mentee pairings will change for each of the 2 years in the program. We believe this exposure to a variety of perspectives will enrich the learning opportunities for all participants.

* FLENJ reserves the right to unenroll any participant who fails to meet the program requirements.

Timeline & Calendar of Events

The FLENJ Mentor Fellowship program for supervisors strives to maintain a calendar:

Summer	<ul style="list-style-type: none"> <input type="checkbox"/> Announcement of selection process on FLENJ website, social media, President’s Message, etc. <input type="checkbox"/> 2nd year participants invited to register/attend summer refresher
Summer/Fall	<ul style="list-style-type: none"> <input type="checkbox"/> Review of applications <input type="checkbox"/> Selection of new participants <input type="checkbox"/> Notification of Mentor-Mentee pairs
Fall	<ul style="list-style-type: none"> <input type="checkbox"/> Virtual Meeting #1 <input type="checkbox"/> Mentor-Mentee collaboration & communication
Winter	<ul style="list-style-type: none"> <input type="checkbox"/> Virtual Meeting #2 <input type="checkbox"/> Mentor-Mentee collaboration & communication
Winter/ Spring	<ul style="list-style-type: none"> <input type="checkbox"/> Virtual Meeting #3 <input type="checkbox"/> Complimentary registration/attendance at annual conference ¹ <input type="checkbox"/> Mentor-Mentee collaboration & communication
Spring	<ul style="list-style-type: none"> <input type="checkbox"/> Mentor-Mentee collaboration & communication <input type="checkbox"/> Virtual Meeting #4

Communication

Email will be the primary means of communication, as well as a Google classroom. As such, FLENJ will require that participants furnish a personal Gmail address for participation in the program. (School Gmail accounts cannot enroll in the FLENJ G Suite Google classrooms.)

¹ Attendance at Virtual Meeting #1 and Virtual Meeting # 2 required for complimentary registration

Virtual meetings with FLENJ program coordinator(s) will be held up to 4 times per academic year. The purpose of these meetings is to connect with colleagues, share ideas, discuss challenges, and brainstorm solutions. FLENJ recognizes that program participants are actively involved in their school districts as supervisors, coordinators, and/or building level administrators. However, attendance at meetings is required if participants are to be granted all benefits of participation in the program. (See “Benefits of Participation” above.)

Questions

Questions regarding the program should be directed to the program coordinator(s) and/or the Vice President of Advocacy & Outreach who oversees FLENJ mentor fellowship programs. See the FLENJ website for more information.