

Mentor/Intern Agreement

The Role of the Mentor is to provide guidance to the Intern for a total of twenty (20) hours during a 12-month period. The Mentor is not responsible for evaluating or supervising the work of the Intern.

The objective of the Mentor-Intern relationship is to familiarize the Intern with the typical and significant tasks of a finance officer, to connect the Intern with resources available, and to provide the Intern with models for completing certain tasks. The internship is not intended to provide intensive training for the Intern and therefore additional training from other sources will likely be necessary. The Intern's district may contract with the Mentor for additional work beyond this mentorship agreement.

The twenty (20) hours provided by the Mentor are anticipated to be structured in the following manner:

| Month | Activity | Time Required |
|----------|---|-----------------|
| Month 1 | Initial meeting with intern; face-to-face is recommended Followed by a 1 hour meeting later in the month | 4 hours |
| Month 2 | 2 biweekly meetings per month with Intern for 1 hour each; could be via electronic means or telephone | 2 hours |
| Month 3 | 2 biweekly meetings per month with Intern for 1 hour each; could be via electronic means or telephone | 2 hours |
| Month 4 | 2 biweekly meetings per month with Intern for 1 hour each; could be via electronic means or telephone | 2 hours |
| Month 5 | 2 biweekly meetings per month with Intern for 1 hour each; could be via electronic means or telephone | 2 hours |
| Month 6 | Mid-year evaluation meeting with committee; 1 monthly meeting with Intern; could be via electronic means or telephone | 2 hours |
| Month 7 | 1 monthly meeting with Intern; could be via electronic means or telephone | 1 hour |
| Month 8 | 1 monthly meeting with Intern; could be via electronic means or telephone | 1 hour |
| Month 9 | 1 monthly meeting with Intern; could be via electronic means or telephone | 1 hour |
| Month 10 | 1 monthly meeting with Intern; could be via electronic means or telephone | 1 hour |
| Month 11 | 1 monthly meeting with Intern; could be via electronic means or telephone | 1 hour |
| Month 12 | Final evaluation meeting with committee | 1 hour |
| | TOTAL | 20 hours |

It is expected that the Mentor will spend additional time throughout the internship responding to sporadic questions via emails and telephone calls. Should these questions become excessive and disrupt the work of the Mentor in his/her home district, alternative arrangements shall be made to contract with the Mentor for additional structured time beyond the twenty (20) hours or another resource be identified to provide additional training for the Intern.

Financial responsibility is shared between KDE and the Intern's district. KDE will forward the sum of \$1500 to the Mentor's district upon fulfillment of this agreement to be paid to the Mentor through the district's normal payroll procedures. The Intern's district is responsible for reimbursing the Mentor for travel expenses incurred in the execution of this agreement. The Intern's district is also responsible for funding any additional training required for the Intern

The Mentor shall maintain documentation of time worked under the terms of this agreement. Hours worked shall be outside the contracted hours of the Mentor's regular employment but may be worked at any time of day with the consent of the Mentor's supervisor.

If additional assistance is needed by the Intern that the Mentor is unable to offer, such as in-depth or on-the-job training, the Mentor can make that known to KDE by contacting District Support.



X

Mentor's Signature

X

Intern's Signature

X

Intern Superintendent's Signature

X

Date