## EXHIBIT E

AFFIRMATIONS AND AVAILABILITY CHEKCLIST

1. CONSULTANT INFORMATION

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| Name: |  |  | Phone: |  |
| Role(s): |  |  | Email: |  |
|  |  |  | Address: |  |
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1. MINIMUM QUALIFICATIONS

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| *Please check all boxes that apply.*  I have…  A commitment to and understanding of comprehensive systems of support for novice educators in order to improve learning outcomes for students.  Recent (within last five (5) years) successful completion of all three (3) days of the OSPI Mentor Academy in Washington State or equivalent.  Three (3) years of service as a mentor or instructional coach to early-career teachers.  Recent (within last five (5) years) employment by or contract with Washington K-12 schools, Educational Service District, or educational non-profit organization.  I am…  Licensed to do business in the State of Washington. If not licensed, provide a written intent to become licensed in Washington within thirty (30) calendar days of being selected as the Apparently Successful Contractor. |

ADDITIONAL MINIMUM QUALIFICATIONS – MENTOR FACULTY

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| *Please check all boxes that apply if you are applying to the position of Mentor Faculty.*  I have…  Commitment to on-going development of my own mentoring skills including participation in initial OSPI Mentor Academy multiple times as well as more in depth training such as Mentor Tune-ups, Mentor Academy 201, Mentor Academy 301, and Regional Mentor Roundtables.  Three (3) years of service as a mentor or instructional coach.  Leadership within the area of mentoring/novice teacher induction.  Understanding of needs of adult learners, understanding of key principles of skillful facilitation, and experience as a facilitator of adult learning.  Understanding of the importance of and ability to use learning-focused conversations to promote growth.  Preferred: Experience training mentors. |
| *Please check all boxes that apply if you are applying to the position of Preservice Mentor Faculty.*  I have…  Three (3) years of service as a preservice mentor, staff or faculty for a preservice program, or comparable position.  Understanding of the unique needs of preservice teachers and knowledge and skills needed for preservice mentors.  Understanding of needs of adult learners, understanding of key principals of skillful facilitation, and experience as a facilitator of adult learning.  Preferred: Experience training mentors, instructional coaches, or other teacher leaders. |

ONAL MINIMUM QUALIFICATIONS - INDUCTION COACH

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| *Please check all boxes that apply if you are applying to the position of Induction Coach.*  I have…  Able to provide induction coaching in specified regions of need (please select one or more below):   * Whatcom, Skagit, Snohomish, Island County * Southwest Washington * Central Washington * Spokane / Northeast Washington   Leadership experience within the area of BEST induction work.  Understanding of and ability to use coaching skills to promote growth.    Skill facilitating reflection and goal-setting within a team.  Knowledge of [Standards for Beginning Teacher Induction](http://www.k12.wa.us/BEST/pubdocs/ind-standards.pdf), their importance and potential use for districts.  Preferred: Knowledge of district induction work beyond a single school district.  Preferred: Three (3) years of service as a mentor, instructional coach, or comparable postion.   1. ADDITIONAL MINIMUM QUALIFICATIONS – MENTOR ROUNDTABLE FACILITATOR  |  | | --- | | *Please check all boxes that apply if you are applying to the position of Mentor Roundtable Facilitator.*  I have…  Able to facilitate a mentor roundtable in specified areas of need (please select one or more below):   * Greater Vancouver * Southeast King / Northeast Pierce County * Spokane / Northeast Washington * Virtual Special Education   Three (3) years of service as a mentor, instructional coach, or comparable position.  Commitment to on-going development of my own mentoring skills including participation in multiple mentor professional development opportunities such as the initial Mentor Academy, Mentor Academy 201, or Mentor Academy 301.  Understanding of needs of adult learners, understanding of key principles of skillful facilitation, and experience as a facilitator of adult learning.  Understanding of the importance of and ability to use learning-focused conversations to promote growth.  On-going participation in a Regional Mentor Roundtable  Involvement in educational contexts or networks beyond current district.  Preferred: Experience facilitating Mentor Roundtable, mentor trainings, and/or facilitating virtual meetings. | |
| *Please check your preferred TOTAL number of days you are likely to be available for each role during the term of this contract (July 2020 - June 2021.)*  Mentor Academy Faculty and Preservice Mentor Faculty facilitation days, not including 2-3 required team planning days (TBD) or the BEST Symposium (tentatively March, 2021).  1-4 days  5-8 days  8-12 days  I am available for a maximum of \_\_\_\_\_ days  I am not applying for Mentor Academy  Induction Coach coaching days not including 2 required team planning days (TBD) or the BEST Grantee Convening (tentatively March, 2021).  1-4 days  5-8 days  8-12 days  I am available for a maximum of \_\_\_\_\_ days  I am not applying for Induction Coach  Mentor Roundtable facilitation monthly for 8 months, not including 2 required team planning days.  8 monthly roundtable sessions (120 minutes)  I am not applying for Mentor Roundtable Facilitator  How many nights per month are you available to be away overnight? Are you available to travel and work on Saturday? Please describe any other limitations on travel.    Is your availability listed above subject to change? Please describe any caveat to the answers above: | |