



Massachusetts Association of School Business Officials, Inc.

Mentor and Induction Program

Who can participate? Candidates must possess a Bachelor's degree, have been employed at least two years in a financial and/or educational setting, and have passed both parts of the Communication and Literacy MTEL Exam.

What DESE SBA licensure status must candidates possess? Eligible candidates are either seeking to earn the Initial SBA license (apprentices) OR must be in their first three years of employment while using the Initial SBA license (mentees) in a public Massachusetts school district. Qualifying public schools include: municipal, regional, charter, collaborative, virtual, agricultural, technical, and vocational.

What are the adviser/mentor qualifications? The qualifications for advisers (who support apprentices) and mentors (who support mentees) align with DESE's standards. Both advisers and mentors must possess an active Professional SBA license and be in good standing with DESE. Advisers are currently employed in a public Massachusetts school district and mentors may either be employed by or retired from a public Massachusetts school district. Qualifying public schools include: municipal, regional, charter, collaborative, virtual, agricultural, technical, and vocational.

How are apprentices/mentees paired with advisers/mentors? Both parties are asked to complete a questionnaire that includes demographic and experience-related questions, which are reviewed during step one. Then, the Program Support Coordinator (PSC) will schedule individual calls with both potential parties to see if there are any additional needs/concerns not indicated within the questionnaire. If still deemed a good fit, the PSC will e-introduce the apprentice/mentee with the adviser/mentor.

What if the pairing is not a good fit? Once a match has been made, the PSC supports both parties throughout the duration of the program. If it becomes evident that the match is unsuccessful and unable to repair, the apprentice/mentee will be assigned a new adviser/mentor. The original adviser/mentor will be compensated at a pro-rated amount.

What is the expected time commitment? The amount of time may vary throughout the program, but based on past programs, here are some minimum expectations and supporting guidelines for all pairings over the course of one school fiscal year (July 1 through June 30):

- One full-day orientation
- Virtual check-in meetings with PSC totaling no more than two hours of meeting time
- Two online community posts and/or responses per month
- Webinar series (approximately two hours per month) that are planned and facilitated by mentors in conjunction with the Program Support Coordinator
- MASBO scheduled programming for Package members (see MASBO's [PD Calendar](#)) plus an additional 30 minutes per date for questions, clarification, and reflection.

- One-on-one communication between apprentice/mentee and adviser/mentor is set by the pair who determine frequency, duration, and mode of communication. On average, apprentices/first-year mentees will communicate with their advisers/mentors approximately 40-50 hours per year, averaging about four hours per month. Second- and third-year mentees will communicate with their mentors approximately 20-25 hours per year.
- DESE has set minimum hours for apprentices and mentees. DESE requires apprentices to log a 300-hour apprenticeship; further information on how to meet this 300-hour requirement will be provided to program participants. First-year mentees do not have a minimum number of mentoring hours. Second- and third-year mentees must log a total of fifty hours beyond their first mentored year over the course of those two years.

What content will be covered during professional learning opportunities? All MASBO professional development opportunities align to the [SBA Evaluation Rubric](#). Programs listed on the [PD Calendar](#) are planned by the MASBO Professional Development Committee and geared toward all school-based members. The orientation day and webinar series included in this program will only be open to program members (apprentices/mentees and advisers/mentors) within the cohort. Content will be determined based on candidates' original application responses and topics that arise during the year. The PSC oversees the webinar series content and is responsible for making the content relevant and accessible to candidates without duplication of content provided within MASBO's scheduled programming.

How does the online community work? MASBO's "communities" are online discussion boards that are searchable and accessible by identified school-based members and retirees via their login credentials. People may post and respond to questions as well as share documents and links. The "All Members" community includes everyone, but there are also interest-based communities, such as Payroll which also has two sub-communities, MUNIS and Infinite Visions. These communities are available to all program participants. Additionally, all apprentices/mentees and advisers/mentors will have their own community to post and/or respond to just each other as another way of supporting the cohort model.

How much does it cost to participate in this program? Program participants are expected to purchase and attend all Package member scheduled programming as indicated on the [PD Calendar](#). The FY27 Package membership rate is \$1,525. Aspiring SBAs (apprentices) and first year SBAs (mentees) pay an additional \$4,750 for the other program benefits, totaling \$6,275. Second- and third-year SBAs (mentees) pay an additional \$4,000 for the other program benefits, totaling \$5,525.