

# KOSAA

Kentucky Organization of  
Superintendents' Administrative Assistants

## Mentoring Program

### Why shadow a mentor?

- It helps employees absorb the values, norms, and standards of an organization.
- The new hire can demonstrate what they have learned.
- What better way to create friendships than to interact with people, right?
- If the mentorship is temporary, it can provide a way for the new hire to gain a “deeper knowledge of the job and functions of the company.”
- Mentors/mentees receive one credit for each pairing.



## KSBA

KENTUCKY SCHOOL BOARDS  
ASSOCIATION

## Goals

- To provide an avenue for training and activities to address common needs, specifically those related to communication skills and legal compliance issues;
- To support individuals new to the position;
- To establish a recognition process (Professional Assistants Academy) to encourage professional growth and renewal;
- To develop communication tools to encourage sharing of quality information.

## Want To Be a Mentor? Need a Mentor?

If you would like information on the KOSAA mentoring program, please contact:

**[KOSAA@ksba.org](mailto:KOSAA@ksba.org)**

To join KOSAA, contact your district's policy consultant, or

[KOSAA@ksba.org](mailto:KOSAA@ksba.org)

1-800-372-2962

[ksba.org/KOSAA1.aspx](http://ksba.org/KOSAA1.aspx)