



**#045-22**

**Commonwealth of Virginia**  
**Virginia Department of Education**  
Superintendent's Memo #045-22

DATE: February 25, 2022  
TO: Division Superintendents  
FROM: Jillian Balow, Superintendent of Public Instruction  
SUBJECT: **FY 2022 Career Switcher New Teacher Mentor Grant Division Allocations**

The General Assembly has provided fiscal year 2022 general funds to provide grants to school divisions in support of mentor teacher programs for new teachers entering the profession through the Career Switcher Program. Per [Superintendent's Memo #257-21](#), divisions were to submit data regarding eligible teachers by October 29, 2021.

The school division awards are provided in **Attachment B**. **Attachment A** contains the Additional Required Special Terms and Conditions for Grant Awards or Cooperative Agreements and the terms of the grant award are provided in **Attachment C**.

Participation in this funding opportunity is voluntary. However, please note that § 22.1-303 of the *Code of Virginia* requires that, *"School boards shall provide each probationary teacher except probationary teachers who have prior successful teaching experience, as determined by the local school board in a school division, a mentor teacher, as described by Board guidelines developed pursuant to Section 22.1-305.1, during the first year of the probationary period, to assist such probationary teacher in achieving excellence in instruction."*

Based on school division participation, there were more funds available for fiscal year 2022 than in past years. Eligible teachers will receive \$1,150 this year. School divisions will be

contacted via email to receive a copy of their verification report submitted via SSWS. The school division is responsible for disbursing the incentive award payments to eligible teachers.

### For more information

If you have any questions about the Career Switcher Program please contact Ms. Maggie M. Clemmons, Director of Licensure and School Leadership at [Maggie.Clemmons@doe.virginia.gov](mailto:Maggie.Clemmons@doe.virginia.gov) or (804) 371-2471 or Elena Dremova, Licensure and Career Switcher Specialist, at [Elena.Dremova@doe.virginia.gov](mailto:Elena.Dremova@doe.virginia.gov) or (804) 371-0904.

JB/JJ/SL

- A. Attachment A: [Additional Required Special Terms and Conditions for Grant Awards or Cooperative Agreements](#) (DOCX)
- B. Attachment B: [Career Switcher New Teacher Mentor Grant Division Allocations](#) (XLSX)
- C. Attachment C: [Career Switcher New Teacher Mentor Grant Terms of Grant Award](#) (DOCX)