

MENTOR MONTHLY CHECKLIST & LOG

Before School Starts:

- Ask what questions he/she has after meeting with principal on the 7th Date _____
- Make sure teacher is prepared for Open House (Elementary) Date _____
- Make sure teacher has curriculum, materials and supplies needed Date _____
 - Be his/her advocate to get what is missing
- Share ideas, files, syllabus... Date _____
- Make sure teacher can set up webpage Date _____
- Check that teacher has a valid plan for grading, late work, tests, homework.... Date _____
- Go over how to take attendance Date _____
- Discuss first day activities Date _____
- Ensure the teacher has a clear plan for classroom management & procedures Date _____
 - bell work, transitions, centers, daily 5, turning in work.....
- Go over duties and procedures for before/after school, lunch & specials Date _____
- Discuss unwritten rules – where you park, where you eat..... Date _____
- Make sure he/she knows how to get to the first meeting on the 11th Date _____
 - Offer them a ride so they don't walk in alone

Resident Teacher _____ Mentor Teacher _____ Total Hours _____
Minimum 8 hours

August after School Starts:

- Check in with teacher after school on the first day Done _____
- Make sure teacher is prepared for Open House (Secondary) Date _____
- Go over beginning of year assessments Date _____
- Check with teacher before each drill Date _____
- Make sure teacher can use PowerSchool & Grade Book Date _____
- Meet with teacher weekly & ask reflective questions Wk 1 Date _____
 - Not "Is everything okay?" Wk 2 Date _____
 - Ask "How are your students responding to your lessons?"
 - Ask "What is your biggest success?"
 - Ask "What is causing you the most stress?"
 - Listen, Question, Listen, Question, Listen then help!!!

Resident Teacher _____ Mentor Teacher _____ Total Hours _____
Minimum 4 hours

September:

- Help teacher prepare for Parent/Teacher Conferences Date _____
- Visit with teacher about the use of technology in lessons Date _____
- Make sure teacher is aware of benchmarks and district testing calendar Date _____
- Check that teacher is making modifications that meet all IEP's Date _____
- Meet with teacher twice during the month to ask reflective questions Mtg 1 Date _____
 - Ask "According to data, what are your student's biggest needs?" Mtg 2 Date _____
 - Ask "What plans do you have to meet those needs?"
 - Ask "What is motivating your students?"
 - Ask "What are you doing well?"
 - Ask "What is your weakest area?"
 - Listen, Question, Listen, Question, Listen, Help!!!!

Resident Teacher _____ Mentor Teacher _____ Total Hours _____
Minimum 8 hours

October:

- Help teacher understand report card process Date _____
- Check that the teacher is communicating with parents Date _____
- Schedule a time to sit in on a lesson Date _____
- Meet after the observation and let the teacher reflect on the lesson Date _____
- Schedule a time for the teacher to sit on one of your lessons Date _____
- Meet after that observation for the teacher to reflect on what was observed Date _____
- Schedule two other meetings for general reflection time
○ Ask "What progress have you seen in your students data?" Mtg 1 Date _____
○ Ask "What do you attribute that too?" Mtg 2 Date _____
○ Ask "Where do students show needs according to data?"
○ Ask "What are your plans to meet those needs?"
○ Ask "Where do you feel you have grown the most as a teacher?"
○ Ask "Where do you still need growth?"

Resident Teacher _____ Mentor Teacher _____ Total Hours _____
Minimum 8 hours

November:

- Visit with teacher about first formal evaluation & how you can help Date _____
- Schedule a time to sit in on a lesson Date _____
- Meet after the observation and let the teacher reflect on the lesson Date _____
- Schedule a time for the teacher to sit on one of your lessons Date _____
- Meet after that observation for the teacher to reflect on what was observed Date _____
- Schedule one meeting for general reflection time
○ Ask "Describe the learning environment in your room."
○ Ask "What instructional strategies are the most powerful for you?"
○ Ask "What questioning techniques are you using?"
○ Ask "What are you doing to keep students meaningfully engaged?"

Resident Teacher _____ Mentor Teacher _____ Total Hours _____
Minimum 4 hours

December:

- Ensure the teacher has a valid semester exam if applicable Date _____
- Help teacher prepare for AIMS assessment in January if applicable Date _____
- Go over schedule for semester finals with teacher if applicable Date _____
- Schedule a time to sit in on a lesson Date _____
- Meet after the observation and let the teacher reflect on the lesson Date _____
- Schedule a time for the teacher to sit on one of your lessons Date _____
- Meet after that observation for the teacher to reflect on what was observed Date _____
- Schedule one meeting for general reflection time
○ Ask "How would you describe the culture in your classroom?"
○ Ask "What are you doing to challenge gifted or high achieving students?"
○ Ask "How are your transitions and time management working?"

Resident Teacher _____ Mentor Teacher _____ Total Hours _____
Minimum 4 hours

Principal _____ Date _____