## MENTOR MONTHLY CHECKLIST & LOG

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

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<th>Resident Teacher</th>
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<th>Total Hours</th>
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### August after School Starts:
- Check in with teacher after school on the first day
- Make sure teacher is prepared for Open House (Secondary)
- Go over beginning of year assessments
- Check with teacher before each drill
- Make sure teacher can use PowerSchool & Grade Book
- Meet with teacher weekly & ask reflective questions
  - Not “Is everything okay?”
  - 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!!

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### September:
- Help teacher prepare for Parent/Teacher Conferences
- Visit with teacher about the use of technology in lessons
- Make sure teacher is aware of benchmarks and district testing calendar
- Check that teacher is making modifications that meet all IEP’s
- Meet with teacher twice during the month to ask reflective questions
  - Ask “According to data, what are your student’s biggest needs?”
  - 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!!

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October:
- Help teacher understand report card process
- Check that the teacher is communicating with parents
- Schedule a time to sit in on a lesson
- Meet after the observation and let the teacher reflect on the lesson
- Schedule a time for the teacher to sit on one of your lessons
- Meet after that observation for the teacher to reflect on what was observed
- Schedule two other meetings for general reflection time
  - Ask "What progress have you seen in your students data?"
  - Ask "What do you attribute that too?"
  - 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?"

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November:
- Visit with teacher about first formal evaluation & how you can help
- Schedule a time to sit in on a lesson
- Meet after the observation and let the teacher reflect on the lesson
- Schedule a time for the teacher to sit on one of your lessons
- Meet after that observation for the teacher to reflect on what was observed
- 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?"

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December:
- Ensure the teacher has a valid semester exam if applicable
- Help teacher prepare for AIMS assessment in January if applicable
- Go over schedule for semester finals with teacher if applicable
- Schedule a time to sit in on a lesson
- Meet after the observation and let the teacher reflect on the lesson
- Schedule a time for the teacher to sit on one of your lessons
- Meet after that observation for the teacher to reflect on what was observed
- 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?"

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Principal ______________________  Date ________________