

**Mentor Checklist #1****School Year 2019-2020**

Name of BT \_\_\_\_\_ Name of Mentor \_\_\_\_\_

Action Step	Timeline	Mark Complete
Debrief with BT regarding New Teacher Orientation.	1 <sup>st</sup> 10 days of hire date	
Assist BT in reviewing NCEES information & Completing self-assessment.	1 <sup>st</sup> 10 days of hire date	
Make sure BT chooses supplement pay dates.	1 <sup>st</sup> 10 days of hire date	
Advise BT in Open House preparation & familiarize BT with facility.	1 <sup>st</sup> week	
Make sure BT has Standard Course of Study, Curriculum Maps, Pacing Guides and Common Instructional Framework.	1 <sup>st</sup> week	
Make sure BT has retrieved fire drill plans, lockdown procedures & inclement weather procedures.	1 <sup>st</sup> week	
Make sure BT has reviewed Faculty & Student Handbooks.	1 <sup>st</sup> 2 weeks	
Email detailed schedule with specific times to Dr. Tracey Lewis.	1 <sup>st</sup> 2 weeks	
Assist BT with organizing an emergency substitute teacher folder.	1 <sup>st</sup> month	
Discuss Initial Licensure Plan (ILP) for BTs. Assist BT with STAR registration (directions on BT website) and required staff development.	1 <sup>st</sup> month	
Assist BT with familiarizing him/herself with the district website & school website.	1 <sup>st</sup> month	
Make sure BT has signed the Extracurricular Waiver Form & submitted it to Haiku dropbox.	1 <sup>st</sup> month	
Make sure BT is aware of all required BT meeting dates (on website).	1 <sup>st</sup> month	
Informally observe BT and provide verbal or written feedback in post conference.	1 <sup>st</sup> 6 weeks	
Familiarize BT with the SIT.	1 <sup>st</sup> 2 months	
Assist BT in PDP development & sign PDP beginning/middle/end.	Ongoing Beginning (1 <sup>st</sup> month)	
Assist BT in using Common Instructional Framework.	Ongoing	
Assist BT with location, selection, and access to instructional materials.	Ongoing	
Assist BT with strategies and/or procedures to appropriately serve a special needs student.	Ongoing	
Schedule regular meeting times with BT.	Ongoing	
Assist BT in interim reports & ending the grading period.	Ongoing	
Assist BT with record keeping.	As needed	
Assist BT in Lesson Planning/Haiku/Learning Targets/Formative and Summative Assessment.	As needed	
Assist BT with information about services offered by school system, DPI, and community agencies.	As needed	

BT Signature/Date \_\_\_\_\_ Mentor Signature/Date \_\_\_\_\_

Quarter Observation Date \_\_\_\_\_ Signature of Observer \_\_\_\_\_

Time to complete checklist (for mentor only) \_\_\_\_\_

**Due to Tracey Lewis no later than October 25, 2019**