

Mentor Checklist #2School Year **2019-2020**

Name of BT _____ Name of Mentor _____

Action Step	Timeline	Mark Complete
Discuss how to work successfully with parents & how to conduct a successful parent conference.	October/November	
Review organizational & record keeping procedures.	November	
Discuss delayed openings & snow day policies.	November	
Have BT observe mentor teaching a lesson to model effective teaching practices.	November - January	
Informally observe BT and provide verbal or written feedback in post conference.	November - January	
Meet with BT an average of one time per week.	Ongoing	
Assist BT in PDP mid-year signature.	Ongoing	
Assist BT with location, selection and access to instructional materials such as the Common Instructional Framework.	As needed	
Assist BT with strategies and/or procedures to appropriately serve a special needs student.	As needed	
Review Classroom Management & discipline strategies/PBIS.	As needed	
Assist BT in interim reports & ending the grading period.	As needed	
Assist BT with record keeping.	As needed	
Assist BT in Lesson Planning/Haiku/Learning Targets/Formative and Summative Assessment.	As needed	
Review field trip procedures.	As needed	
Share success stories and plan a celebration.	As needed	
Review importance of using STAR registration and completing evaluations correctly.	As needed	

Comments: _____

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 January 17, 2020