

**Mentor Checklist #2**

**School Year 2020-2021**

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

<b>Action Step</b>	<b>Timeline</b>	<b>Mark Complete</b>
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:** \_\_\_\_\_

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

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

Suggested time for completion of checklist 2: 4-8 hours.

Time spent completing checklist (for mentor only) \_\_\_\_\_

Special Notes: After the checklist is completed and all signatures are secured, the beginning teacher scans and saves a copy in the dropbox on PowerSchool Learning (Haiku). The mentor gives the hard copy to the school finance officer.

**Due to Tracey Lewis no later than January 15, 2021**