

Mentor Checklist #3

School Year 2020-2021

Name of BT _____ Name of Mentor _____

Action Step	Timeline	Mark Complete
Encourage BT to reflect on their teaching experience. Set goals for the rest of the year.	February - March	
Informally observe BT and provide verbal or written feedback in post conference.	February - March	
Remind BT about school's retention & failure policy.	March	
Discuss EOG/EOC testing procedures.	March	
Meet with BT an average of one time per week.	Ongoing	
Encourage parental contact.	Ongoing	
Assist BT with location, selection and access to instructional materials such as the Common Instructional Framework.	Ongoing	
Assist BT in interim reports & ending the grading period.	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 _____

Suggested time for completion of checklist 3: 4 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 April 16,2021