

Mentor Checklist #4

School Year 2020-2021

Name of BT _____ **Name of Mentor** _____

Action Step	Timeline	Mark Complete
Review plans for end of year activities.	April	
Review EOG/EOC testing procedures.	April - May	
Remind BT to update Cumulative Folders.	May	
Meet with BT an average of one time per week.	Ongoing	
Assist BT with Common Instructional Framework	Ongoing	
Give suggestions for keeping momentum & interest at the end of the year for students & teachers.	Ongoing	
Encourage BT to think ahead about next year.	Ongoing	
Spend informal social time with BT & celebrate success.	Ongoing	
Assist BT with end of year administrative forms & policies.	As needed	
Assist BT with closing procedures.	As needed	
Assist BT in posting all BT requirements to BT Haiku site with all required signatures.	As needed	
Assist BT in interim reports & ending the grading period.	As needed	
Review importance of using STAR registration and evaluation correctly.	As needed	

Comments: _____

BT Signature/Date _____

Mentor Signature/Date _____

Quarter Observation Date _____ Signature of Observer _____

Suggested time for completion of checklist 4: 4-6 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 May 21, 2021