

Mentor Checklist
First Year Teacher
2011-2012 (Updated 7-1-2011)

Done	Points	Due Date	Item
	10	Sept. 1	Behavior Management Plan – Review, give feedback, and complete Mentor Comment Form
	5	Sept 26	Attend Mentor- Protégé Session 1 Jefferson City, MO
	5	Sept. 26	Individual Mentor Plan – Assist in completing plan and sign off on final copy.
	5	Sept. 26	Professional Development Plan - Assist in completing plan and sign off on final copy.
	10	Sept. 26	Program Description – Review, give feedback, and complete Mentor Comment Form
	5	Oct 15	Program of Activities (POA) - Review, give feedback, and complete Mentor Comment Form
	5	November	Attend district Mentor/Induction meeting. Southeast.....November 1..... TBA.....4:00 p.m. NortheastNovember 2.....TBA.....4:00 p.m. South Central.....November 3 TBA4:00 p.m. CentralNovember 8 TBA4:00 p.m. SouthwestNovember 9 TBA4:00 p.m. NorthwestNovember 10 TBA4:00 p.m.
	5	January 14	Site Visit – Mentor should observe Protégés teaching, view facilities, discuss program, and give feedback, complete Visitation Form.
	5	January 14	Chapter Constitution and By-laws – Discuss constitutions and give feedback, complete Mentor Comment Form
	10	January 14	Unit of Instruction – Review unit, give suggestions, and complete Mentor Comment Form
	5	March 1	Program Standards and Quality Indicators – Answer questions, review checklist, assist in improvement plan and complete Mentor Comment Form