

Mentor Checklist
 Second Year Teacher
 2011-12 (Updated 7-1-2011)

Done	Points	Due Date	Item
	5	Sept. 1st	Individual Mentor Plan & Professional Development Plan – Assist in completing plan and sign off on final copy. Submit Mentor Comment Form
	5	Sept.1st	Teaching Calendar for Second Year Courses – Review, give feedback, and complete Mentor Comment Form
	5	Session II November Dist. Mtg.	Novel/innovative teaching aide w /write-up to present to peers at November District Meeting – Mentor should check with Protégé to make sure they have prepared a presentation.
	10	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..... TBA..... 4:00 p.m. Central.....November 8..... TBA..... 4:00 p.m. Southwest.....November 9 TBA..... 4:00 p.m. Northwest.....November 10..... TBA..... 4:00 p.m.
		January	Site Visit – Mentor should observe Protégés teaching, view facilities, discuss program, and give feedback, complete Visitation Form. <i>RECOMMENDED BUT NOT REQUIRED</i>
	20	January15	Review first - two selected experiences – Review, give feedback, and complete Mentor Comment Form
	10	March 1	Review third selected experience – Review, give feedback, and complete Mentor Comment Form
	10	March 1	Review completion of NQPS – National Quality Program Standards – provide feedback and complete Mentor Comment Form specific to summary of evaluation.
	10	April 1	Validate participation in a TSA or Practice CDE – submit on Mentor Comment Form