

Mentor Timeline/Checklist

School year _____ Name of BT _____
Name of Mentor _____ School _____

Please check the following as you complete them with your BT:

First Nine Weeks:

- Familiarize BT with facility (i.e., tour of building).
- Familiarize the BT with the faculty, staff and/or service personnel.
- Discuss the LEA/school's policies regarding dress, teacher workdays, early release days, and inclement weather policies.
- Make sure the BT has the North Carolina Standard Course of Study (NCSCOS) and other curriculum guidelines.
- Familiarize the BT with the format and use of the NCSCOS in planning (and end-of-grade or end-of-course testing when appropriate).
- Assist BT with location, selection and access to instructional materials.
- Assist BT with creating a substitute teacher folder of pertinent information (rosters, lesson plans, procedures, etc.).
- Meet with BT an average of one time each week and document the date, time and contents of each meeting.
- Assist BT with information about services offered by school, school system, DPI, community agencies, etc.
- Assist BT with record keeping (grades, monies, parent contacts, discipline).
- Assist BT with strategies and/or procedures to identify and appropriately serve special needs students.
- Review the Professional Teaching Standards and the role of these standards in the classroom, the Professional Development Plan, and the Teacher Evaluation Process.
- Remind the BT to complete the Teacher Self-Assessment
- Assist BT in lesson planning and pacing.
- Assist BT in development of a Professional Development Plan.
- Assist with creation of a professional development log.
- Informally observe the BT and provide verbal or written feedback in a post conference.
- Have BT observe Mentor teaching a lesson to model effective teaching practices.
- Explain formal observation procedures and annual evaluation.
- Assist BT in interim reports and ending the grading period including demonstrating the use of a computerized grading system, use of comments, etc.
- Celebrate accomplishments.
- Other _____

Mentor signature _____ Date _____

BT signature _____ Date _____

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Please check the following as you complete them with your BT:

Second Nine Weeks:

- Meet with BT an average of one time each week and document the date, time, and contents of each meeting.
- Informally observe BT and provide verbal or written feedback in a post conference.
- Review lesson plans and pacing for adherence to the NC Standard Course of Study.
- Review lesson plans for inclusion of multiple learning strategies and for evidence of meeting the needs of all diversities.
- Discuss progress in identifying and soliciting services for unique learners.
- Encourage BTs to use assessments and practice end-of-grade or end-of-course tests with their students. Review progress on these assessments, disaggregate data, and formulate a plan for remediating any weak areas.
- Discuss policies and impact of holidays and scheduling between now and winter break.
- Discuss organizational and record keeping procedures.
- Encourage parental contact.
- Review classroom management and discipline strategies.
- Spend informal social time with BT.
- Discuss semester exam schedule and/or testing schedule and procedures.
- Assist BT in interim reports, ending the grading period, and semester records.
- Celebrate accomplishments.
- Other _____
- Other _____

Notes:

Mentor signature _____ Date _____

BT signature _____ Date _____

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Please check the following as you complete them with your BT:

Third Nine Weeks:

- Meet with BT an average of one time each week and document the date, time, and contents of each meeting.
- Encourage parental contact.
- Remind BT about the LEA/school's retention and failure policies.
- Encourage BTs to reflect on their teaching experience at mid-point. Set goals for the rest of year.
- Review progress toward covering goals in the NC SCOS.
- Review progress on the PDP.
- Informally observe BT and provide verbal or written feedback in a post conference.
- Review procedures for field trips.
- Spend informal social time with BT.
- Assist BT in interim reports and ending the grading period.
- Videotape at least one lesson and review it with the BT.
- Celebrate accomplishments.
- Other _____
- Other _____

Notes:

Mentor signature _____ Date _____

BT signature _____ Date _____

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Please check the following as you complete them with your BT:

Fourth Nine Weeks:

- Meet with BT an average of one time each week and document the date, time, and contents of each meeting.
- Review progress on completion of the goals from the NC SCOS, and review pacing.
- Encourage BTs to use assessments and practice end-of-grade or end-of-course tests with their students. Review progress on the assessments, disaggregate data, and formulate a plan for remediating any weak areas.
- Review plans for end of year activities.
- Give suggestions for keeping momentum and interest at the end of the year for students and teachers.
- Review progress on the PDP.
- Remind BT about LEA/school's retention and failure policies.
- Discuss procedures for ending the school year (collecting books, fees, returning teaching materials, graduation, etc.).
- Help BT with end of year administrative forms, policies, and procedures.
- Spend informal social time with BT.
- Celebrate accomplishments the BT achieved during the year.
- Other _____

Notes:

Mentor signature _____ Date _____

BT signature _____ Date _____

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