

MENTORING CHECKLIST

Materials

Mentor Standards and Continuum of Mentor Development

Continuum of Teacher Development (standards continuum)

Mentor & Mentee Handbook

Mentee Agreement

Employee Handbook

Formative Assessment Tools

-Selective Scripting, CALS, Mentor Self Assessment, Mentor Individual Learning Plan, Professional Growth Reflections, Field Observation, Analysis of Beginning Teacher Development, Analyze Student Work, Lesson Plan, Parent Communication, Mentor Assessment for Growth and Accountability

Managing Materials

Binder or File Keeper :

Tabs for calendar, contact info and teacher schedules, Mentor resource packets, Formative Assessment Tools, individual folders for each mentee, continuums, Mentor Goal Form, evidence supporting mentor goal.

Folders for individual mentees should contain copies of professional goals, their PDP, CALS, achievement meeting notes, observation notes, and reflections on WI State teacher standards in terms of how the BT rates his/her practice.

Also each mentee should be provided with a copy of the standards continuum, a notebook for journaling, and a folder to keep copies of CALS and resources provided.