

# Hope Charter Leadership Academy

Mentor Timeline/Checklist  
School Year: \_\_\_\_\_

Teacher: \_\_\_\_\_ BTSP Year: 1 2 3

Mentor: \_\_\_\_\_

## First & Second Quarter

- Familiarize Beginning Teacher (BT) with the facility, faculty and staff (Year 1)
- Discuss school policies/faculty handbook (e.g. dress code, calendar, inclement weather, etc.) (Year 1)
- Ensure BT has copies of NC Standard Course of Study and other curriculum guidelines and familiarize BT with their use in planning (Year 1)
- Assist BT with location, selection and access to instructional materials (Year 1)
- Ensure that BT has participated in New Teacher Orientation and signed attendance form
- Assist BT with the creation of a substitute teacher folder including rosters, lesson plans, procedures, etc.
- Review the Professional Teaching Standards and the role of these standards in the classroom, the Professional Development Plan (PDP), and the Teacher Evaluation Process
- Assist BT with completion of the self-evaluation and draft of the PDP
- Participate in PDP Initial Review meeting with BT
- Informally observe BT and provide verbal and/or written feedback
- Arrange for BT to observe Mentor teaching and reflect with BT on the lesson
- Support BT to appropriately identify, refer and serve students with special needs
- Assist BT with interim reports and report cards using PowerSchool Gradebook
- Throughout the quarter, meet with BT approximately weekly (or as determined by BT needs) to provide support, assist with lesson planning/grading, generate strategies for management needs, organize record keeping systems, etc. Document these meetings using the Mentor Log
- Attend pre and post evaluation conferences with BT
- Celebrate accomplishments
- Review lesson plans with BT for adherence to standards and for evidence of differentiation
- Review BT's student assessment evidence and use this data to formulate a plan to address student challenges and strengths
- Encourage and support BTs to maintain close parental communication
- Review classroom management and support strategies, and provide support for challenges in these areas
- Assist BT with interim reports and report cards using PowerSchool Gradebook
- Celebrate accomplishments
- Other \_\_\_\_\_

### Third Quarter

- Continue regular meeting schedule with BT and document on Mentor Log
- Review school retention policy and help BT identify students at risk
- Generate strategies to address student needs
- Review progress towards covering standards
- Reflect with BT on teaching practices and progress on PDP
- Attend PDP Mid-Year Review meeting with BT
- Attend evaluation post-conference meeting with BT
- Arrange for BT to observe Mentor teaching a lesson and reflect on BT's observations
- Conduct formal Peer Evaluation using the TEP Rubric and review results with BT
- Provide support/suggestions for lesson planning as needed
- Assist BT with interim reports and report cards as needed
- Celebrate accomplishments
- Other \_\_\_\_\_

### Fourth Quarter

- Continue regular meeting schedule with BT and document on Mentor Log
- Review BT's student assessment data and reflect with BT on student progress/challenges
- Review and reflect on BT's lesson plans, provide support as needed
- Make plans for end-of-year activities/requirements and help BT complete necessary tasks
- Attend BT's evaluation Post-Conference and final PDP review meetings
- Assist BT with interim reports and report cards as needed
- Celebrate accomplishments
- Other \_\_\_\_\_

Mentor signature \_\_\_\_\_

Date \_\_\_\_\_

BT signature \_\_\_\_\_

Date \_\_\_\_\_