

**ZACHARY INDUCTION PROGRAM
First Semester Mentor Checklist**

This checklist must be completed at the conclusion of the First Semester as documentation that all required activities listed below were completed as scheduled. The principal should forward a completed copy of the checklist to the Zachary Induction Program Local Contact Person. **A copy of the completed form should be maintained in the new teacher's professional file in the school district's central office. The new teacher and the mentor should also maintain a copy for their records.**

- _____ 1. The mentor and new teacher completed Mentor/New Teacher Agreement.
 - _____ 2. The new teacher completed the Self-Assessment/Needs Form.
 - _____ 3. The mentor, principal, and new teacher developed the Professional Growth Plan as scheduled.
 - _____ 4. The mentor coached the new teacher in developing effective classroom management strategies.
 - _____ 5. The mentor coached the new teacher in expanding effective planning and instructional strategies.
 - _____ 6. The mentor coached the new teacher in planning for student assessment.
 - _____ 7. New teacher observes mentor or another teacher. Follow-up discussion occurred as scheduled.
 - _____ 8. The mentor conducted mini observations (with debriefing/focused coaching).
 - _____ 9. The mentor completed a minimum of thirty hours of combined weekly meetings.
 - _____ 10. The mentor reviewed attributes related to School Improvement, and coached the new teacher in forming meaningful collaborative relationships with colleagues, parents, and the community.
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(New Teacher's Signature)

(Date)

(Mentor's Signature)

(Date)

(Principal's Signature)

(Date)

(School Name)

ZACHARY INDUCTION PROGRAM
Fourth Semester Mentor Checklist

This checklist must be completed at the conclusion of the Fourth Semester of the Assistance Period as documentation that all required activities listed below were completed as scheduled. The principal should forward a completed copy of the checklist to the Zachary Induction Program Local Contact Person. **A copy of the completed form should be maintained in the new teacher's professional file in the school district's central office. The new teacher and the mentor or mentor support team should also maintain a copy for their records.**

- _____ 1. Additional observations were conducted by the mentor as necessary.
 - _____ 2. Additional mentor assistance in resolving problems and issues confronting the second year teacher was provided.
 - _____ 3. Mentor assistance in expanding the second year teacher's repertoire of effective teaching practices and student assessment techniques was provided.
 - _____ 4. Mentor assistance in gathering, analyzing, and using information that will increase student learning and effective instruction was provided.
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(New Teacher's Signature)

(Date)

(Mentor's Signature)

(Date)

(Principal's Signature)

(Date)

(School Name)