**New Teacher SHAKER Mentor Program CHECKList #2**

**November - May**

*This Checklist is in no way meant to be a comprehensive list of items to cover, nor is every item on the list intended for every teacher. Review the list of items below and when you have completed an item fill in the date next to that item. Include additional items you covered with your protégé.* ***Please make a copy for your records and turn in or email the completed checklist to Joe Marencik at the High School by May 15th****.*

**Date Items to discuss with Mentee**

 Meet with the Instructional Coach for your building

 Discuss Winter holidays/parties – dos and don’ts

 Review observations – see that any recommendations are followed ASAP

 Continue to discuss or work on evaluation process

 Review semester ending and reporting

 Assist in any special education referrals

 Monitor the curriculum pacing

 Arrange any joint or individual observations

 Assist in preparing for tests – standardized, EOC, etc.

 Assist in preparing for observations and evaluations

 Monitor the curriculum pacing

 Discuss holidays and spring break

 Discuss final reporting to parents – share examples

 Help prepare for closing of the year

 Additional Topic 

 Additional Topic 

 Additional Topic 

 Additional Topic 

 Additional Topic 

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**Please verify below that you have both discussed the above topics that are pertinent to the New Teacher’s position.**

I,  , have discussed the items dated above with

(Mentor’s Name)

 , and I have completed at least 2 hours of mentoring

(Mentee’s Name)

each month for the months of November through May.

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