

Mentor Checklist  
 Second Year Teacher  
 2006-2007

| Due<br>Date    | Item   |
|----------------|--|
| _____ November | Individual Mentor Plan – Assist in completing plan and sign off on final copy.   |
| _____ November | Professional Development Plan - Assist in completing plan and sign off on final copy.  |
| _____ November | Teaching Calendar for Second Year Courses – Review, give feedback, and complete Mentor Comment Form  |
| _____ November | Attend district Mentor/Induction meeting.<br>Northwest..... November 9 ..... St Joseph ..... 4:00 p.m.<br>Northeast..... November 15 ..... Monroe City ..... 4:00 p.m.<br>Central..... November 7 ..... Sedalia..... 4:00 p.m.<br>Southwest..... November 13 ..... Sarcoxie ..... 4:00 p.m.<br>South Central ..... November 2 ..... St James ..... 4:00 p.m.<br>Southeast..... November 1 ..... Bloomfield ..... 4:00 p.m. |
| _____          | Site Visit – Encouraged, but NOT required – Mentor should observe Protégés teaching, view facilities, discuss program, and give feedback, complete Visitation Form.  |
| _____ January  | Advisory Council Plan – Review give feedback and suggestions, and complete Mentor Comment Form   |
| _____ January  | Marketing Plan – Review give feedback and suggestions, and complete Mentor Comment Form  |
| _____ January  | Program Evaluation Plan – Review plan, give suggestions, and complete Mentor Comment Form  |
| _____ March 1  | Special Project – Review project, give suggestions, and complete Mentor Comment Form   |