**DIOCESE OF WILMINGTON**

***PROFESSIONAL MENTORING PROGRAM***

**YEAR 3 MENTOR CHECKLIST**

\_\_\_ With the Mentees, determine the Learning Team meeting dates

\_\_\_ Become familiar with all of the requirements for Year 3

\_\_\_ Ensure the schedule for your Mentee’s Learning Team is submitted to Program Coordinator by September 25

\_\_\_ Read the required chapters in the book Mentee is using

\_\_\_ Update your Mentor Log at least monthly (you can earn clock hours for mentoring)

\_\_\_ Meet with Mentee prior to each scheduled Learning Team meeting to ensure preparedness;

 take the opportunity to see in what other ways you can help Mentee

\_\_\_ Attend a minimum of two Learning Team sessions (definitely when Mentee is facilitator);

 assist the facilitator as needed

\_\_\_ Once a month, (October through March) review:

1. Mentee’s portfolio and comment on completeness and organization / use the portfolio checklist as a

guide

 b) Mentee’s assessment folder and discuss assessment types/strategies as well as strengths/weaknesses of

 the Mentee’s assessments

 c) Mentee’s log of hours and ensure completeness

\_\_\_ In early March, inquire about Mentee’s assessment discussions with another experienced teacher and ask

 Mentee if he/she has begun to write responses to reflection questions

\_\_\_ At least one week prior to April 8– the date Mentee’s portfolio is due to the Mentoring Coordinator – have a

 discussion centered around Mentee’s answers to reflection questions, carefully review Mentee’s portfolio for

 completeness, and if appropriate, sign off on the Portfolio Checklist and Verification of Services Form

\_\_\_ Be sure Mentee has submitted portfolio on time and set up end-of-year review

\_\_\_ Submit this checklist and your Mentor log of hours to Program Coordinator by May 1, 2020

**THANK YOU FOR SERVING AS A MENTOR!**

Signature below indicates that each of the above was completed:

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