**DIOCESE OF WILMINGTON**

***PROFESSIONAL MENTORING PROGRAM***

**YEAR 4 MENTOR CHECKLIST**

\_\_\_ Become familiar with all requirements for the Year 4 Mentoring Program

\_\_\_ Update Mentor Log every other week

\_\_\_ Meet with Mentee at least twice before October 18 to:

\_\_\_ Inquire about “recommendations” from previous observations/evaluations

\_\_\_ Discuss specifics of analysis of content knowledge and pedagogical development

\_\_\_ Review Mentee charts for content knowledge and pedagogy development

\_\_\_ Review, critique, offer feedback (re-review if necessary), and ultimately approve Mentee’s

 Professional Growth Plan by signing it

\_\_\_ Ensure Mentee’s Professional Growth Plan has been submitted to diocesan Facilitator on time (October 25, 2019) and that the plan was approved. If not approved, work with Mentee and have him/her re-submit.

\_\_\_ Occasionally, review Mentee’s log of hours and ensure completeness; a good time to inquire about how Mentee is doing with implementing his/her Professional Growth Plan

\_\_\_ At least monthly, review Mentee’s implementation of Professional Growth Plan and documentation

\_\_\_ In December or early January, do a mid-point review with Mentee and discuss progress to date; review portfolio to ensure that documentation to-date is complete and well organized; complete/sign the mid-year review checklist; inquire as to the Mentee’s desire to have a mid-point review with the diocesan Facilitator

\_\_\_ In late March, meet with Mentee to insure he/she is “on track” with the completion of this year’s Professional Growth Plan, to discuss how he/she is approaching the required reflection paper, and to begin a conversation about a long-term professional growth plan

\_\_\_ By April 26, 2020 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 End-of-Year Portfolio Checklist and Verification of Services form

\_\_\_ Be sure Mentee has submitted portfolio on time (May 6, 2020) and set up end-of-year review

\_\_\_ Submit Mentor Log of Hours and this signed form to the Mentoring Coordinator by the end of the school year

Signature below indicates that each of the above was completed:

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

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