**DIOCESE OF WILMINGTON**

***PROFESSIONAL MENTORING PROGRAM***

**YEAR 3 MENTOR CHECKLIST**

\_\_\_ With the Mentees, determine the Professional Learning Community (PLC) meeting dates.

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

\_\_\_ Ensure the schedule for Mentee’s PLC is submitted to Program Coordinator by September 29.

\_\_\_ Read the required chapters in the book Mentee is using prior to each PLC meeting.

\_\_\_ Update your Mentor Log at least monthly (you can earn clock hours for mentoring; some mentors receive a

stipend… you can’t be given both).

\_\_\_ Once a month, (October through March) prior to the PLC meeting, meet with your Mentee to:

\_\_\_ Ensure preparedness for PLC meeting. (Has Chapter Response Form been completed? Is assignment done?)

\_\_\_ Review Mentee’s portfolio and comment on completeness and organization/use the portfolio checklist as

a guide.

\_\_\_ Review Mentee’s assessments and discuss assessment types/strategies as well as strengths/weaknesses

of the Mentee’s assessments.

\_\_\_ Ensure that the Mentee’s log of hours is done correctly, accurate, and up-to-date.

\_\_\_ Attend a minimum of two PLC sessions (definitely when Mentee is facilitator); assist the facilitator as needed.

\_\_\_ 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.

\_\_\_ By April 12 , 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. If changes/additions need to be made, review again the following week.

\_\_\_ Be sure Mentee has submitted portfolio on time (April 19, 2024) and set up end-of-year review.

\_\_\_ Submit electronically this checklist and your Mentor log of hours to Program Coordinator by May 26.2024.

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

Signature below indicates that each of the above was completed.

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

Offer any comments on your role as mentor this school year:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_