**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 25 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 30, 2023) 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 by January 8, 2024), do a mid-point review with Mentee and discuss progress to date; review portfolio to ensure that documentation to-date (at least all of Goal 1 documentation) is complete and well organized; complete/sign the mid-year review checklist; have Mentee e-mail a copy of the signed document to Facilitator by January 12, 2024 and decide if there is a need for a mid-point review with the Diocesan Facilitator

\_\_\_ By March 22, 2024, meet with Mentee to ensure 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 12, 2024, 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 (April 19, 2024) and set up end-of-year review

\_\_\_ Submit Mentor Log of Hours and this signed form to [cripken@cdow.org](mailto:cripken@cdow.org) by the end of May 2024

Signature below indicates that each of the above was completed:

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

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