## **Mentorship Checklist**

**For Mentor Teachers & Teacher Residents**

**Directions: BE SPECIFIC. We want details – especially surrounding feedback. Feedback is crucial and establishing routines surrounding feedback helps!**

### **1. Getting to Know Each Other**

* Share teaching backgrounds, goals, and interests
* Share your preferred communication preferences?

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* Set boundaries around personal time vs. work time -- What are your limits for communicating outside of school hours?
* Establish arrival and departure times for your work day.
* Discuss capacity/plans for subbing in the fall/spring.
* Establish a system for work/schedule during prep time.
* Establish a plan for introduction to students and families.

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### **2. Establishing Norms & Expectations**

* Review classroom expectations (behavior, participation, etc.)
* Set expectations for dress code and professionalism
* Discuss attendance, emergencies, and who to contact
* Determine how the mentee teacher will be introduced to students, staff, and families

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### **3. Communication & Feedback**

* Decide how and when feedback will be given (daily? weekly? written or verbal?)
* Agree on how to address concerns or misunderstandings
* Create a system for reviewing lesson plans (timeline, format, expectations)
* Set up regular reflection or check-in times. List the times below:

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### **4. Gradual Release of Responsibilities**

* Review the timeline for taking on classroom responsibilities
* Outline how the mentor teacher will model and co-teach/planned co-teaching strategies.
* Discuss when and how the mentee teacher will solo teach or lead parts of the day
* Plan for debriefs after teaching lessons
* Determine classes/subjects will you begin teaching?
* Determine what edTPA book will be utilized and what lessons will be taught (if that can be determined now)

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### **5. Classroom & Curriculum Orientation**

* Give a tour of the classroom and school
* Review school policies and procedures (discipline, fire drills, lunch, etc.)
* Introduce key technology tools (gradebook, attendance, SMARTboard, LMS, etc.)
* Provide access to lesson plans, pacing guides, and standards. List below where you have access to this information (Google Drive, Teams, etc.)

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### **6. Personal & Professional Growth**

* Set 2–3 personal/professional goals for the semester
* Discuss how the mentor teacher can support these goals
* Identify professional development or observations to attend together
* Talk about how to build positive relationships with students and families

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### **Final Step:**

Sign and date below once the checklist is reviewed together. **Please send a copy to your University Supervisor by the end of week two!**

**Mentor Teacher:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date:** \_\_\_\_\_\_\_\_\_\_  
 **Mentee teacher:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date:** \_\_\_\_\_\_\_\_\_\_