



Early Educator Support, Licensure and Professional Development Unit (EESLPD) MENTOR CHECKLIST

Year 2 BTSP Year 3 BTSP, School Year 20__-20__

Teacher: _____ Site: _____

August/September

Verify all site information (address, phone number, email, site administrator) mentor is responsible for reporting changes to Early Educator Support, Licensure and Professional Development Unit (EESLPD)

Establish best method of communication and tentative schedule of mentor/mentee communication

Communication method: _____ Schedule: _____

Team Agreement Conference and Pre-Evaluation Orientation (Pre-Service Checklist should be distributed at this conference for LE teachers)

site administrator

Date: _____

teacher

evaluator

Time: _____

Additional August mentor/mentee contact

September mentor/mentee contact

October

Review Professional Development Plan (PDP) goals developed in previous school year

Post-conference with evaluator and/or follow up with mentee from 1st Observation

Date: _____ Time: _____

Additional October mentor/mentee contact

November

Review Initial PDP (including site administrator)-on or before November 7th

Date: _____ Time: _____

Send PDP to evaluator

Additional November mentor/mentee contact

December

Additional December mentor contact

Post-conference with evaluator and/or follow up with mentee from 2nd Observation

Date: _____ Time: _____

January

- Additional January mentor/mentee contact
- Submit mentor logs to EESLPD Unit (submit 1 package including all teachers you work with using mentor roster)
- Review Mid-year PDP (including site administrator)-on or before January 31st
 Date: _____ Time: _____

February

- Additional February mentor/mentee contact
- Post-conference with evaluator and/or follow up from 3rd Observation
 Date: _____ Time: _____

March

- Additional March mentor/mentee contact

April

- Additional April mentor/mentee contact

April/May

- Attend Summative evaluation conference if available/funding in contract (on or before May 30th)
 Date: _____ Time: _____
- Review End-of-Year PDP (on or before May 30th)
 Date: _____ Time: _____

May

- Additional May mentor/mentee contact

May/June

- Review PDP for upcoming school year (on or before June 1st)
 Date: _____ Time: _____
- Remind mentee to turn in Professional Development Annual Log to EESLPD Unit -on or before June 15th (SPI, Provisionally Licensed) or August 15 (Lateral Entry Only)

June

- Submit final mentor logs to EESLPD Unit (submit 1 package including all teachers you work with using mentor roster)
- Additional June mentor/mentee contact

**This document is to be used as a guide for mentors. Dates can and will vary from teacher to teacher base on their individual circumstances.*