

Year 1 – Mentor/Mentee Timeline

September

- Mentors & Mentees are assigned
- Attend required meeting with Certification Committee. (CSC)
- Establish a schedule and way to document future meetings.
- Support new teacher as they acclimate to the new building

October

- Mentor contracts sent out/signed
- On-going weekly meetings
- One informal observation
- Review Initial Teaching Standards
- Conference / Observations

November

- Use Initial Teaching Standards to determine goals on Initial Professional Certification Action Plan (PCAP)
- Complete a formal observation (pre and post conference- 30 min.)

By December Break (Submit together)

- Formal observation and Initial Professional Teacher Certification Plan (PCAP) for review by the CSC.- Please sign first!
(Returned as a working document.)
- Mentor submits a summary statement of Mentee's progress.

January - March

- Ongoing meetings
- Work on IPCAP goals
- Regular meetings, conference & observations
- Complete two formal observations (pre and post conference- 30 min.)

Before April Break (Submit together)

- All formal observation notes
- Meeting log & notes
- IPCAP, noting any changes
- Continued support until the end of the year.
- Mentor submits a summary statement of Mentee's progress.

Next Steps...

- Proceed to year 2 of mentoring
- If recommended, file for an extension of year 1 support.

