

# Instructional Mentor Goals and Roles Checklist

***Vision:** To develop and maintain a professional relationship that provides ongoing support for a successful teaching career in District 202*

***Mentor Name:** \_\_\_\_\_*

***Protégé Name:** \_\_\_\_\_*

**Please sign and date when each role was completed.**

**Goal 1: Provide assistance with classroom and instructional management.**

ROLES	MENTOR	PROTEGE	DATE
Assist in developing effective classroom management procedures			
Provide assistance in discipline procedures			
Provide assistance with substitute planning			
Provide assistance with textbook management			
Share information regarding grading procedures and record keeping			
Model effective lesson planning			
Model effective teaching strategies			

**Goal 2: Provide content and curriculum support. Roles include:**

ROLES	MENTOR	PROTEGE	DATE
Provide ongoing support for district approved curriculum			
Assist in developing appropriate assessments			

**Goal 3: Serve as link to instructional resources and expert staff.**

ROLES	MENTOR	PROTEGE	DATE
Assist in locating resources			
Serve as a link to or be available as “expert” staff			

**Goal 4: Provide ongoing support for the Induction Program**

**Goal 5: Know building and district procedures and be able to answer questions about them.**

ROLES	MENTOR	PROTEGE	DATE
Model professional behavior and share district building expectations for professional behavior			
Share information regarding district/building processes and procedures			

Goal 6: Serve as non-judgmental sounding board.

ROLES	MENTOR	PROTEGE	DATE
Serve as a confidential resource			

Goal 7: Provide other assistance and sound advice.

ROLES	MENTOR	PROTEGE	DATE
Parent contacts, when and how			
Technology information (e-mail, attendance, grading)			

Goal 8: Observe the new teacher(s) as a colleague and offer feedback and reflection on teaching practices in a non-evaluative manner a minimum of three times. Observation 1 prior to September 30, 2010. Observation 2 prior to November 19, 2010. Observation 3 prior to April 15, 2011.

ROLES	MENTOR	PROTEGE	DATE
Observe and provide feedback			

**This document will need to be sent to Nancy Ziech, the confidential secretary for Professional Development. Mentors will complete applicable portions twice during the 2010/2011 school year. The first due date is December 17, 2010 and the second due date is May 6, 2011.**

**Mentors will NOT be paid unless this form is completed and received after each due date.**