

Waterloo School District #5

Teacher Induction and Mentoring Program – Year I

Beginning Teacher's Name: _____

Mentor Teacher's Name: _____

First Year Requirements:

First Quarter:

- Attendance at New Teacher Orientation
- Monthly Agenda Topics Covered (Aug, Sept, Oct, Nov)
- Weekly Reflections Completed and Logged (retain for your files after mentor reads/responds)
- Mentor's Contact Hours Logged in Binder

Second Quarter:

Complete
before first
principal
evaluation

- First ½ Day Observation of New Teacher in September or October - Date Completed _____
(Retain mentor observations for your files)
- Second ½ Day Observation of New Teacher in November or December- Date Completed _____
(Retain mentor observations for your files)
- First ½ Day Observation of Exemplary District Teacher – Date Completed _____
 - ❖ Arrange cooperating teacher, date, and time with principal
(Retain observations record for your files)
- Monthly Agenda Topics Covered (Nov, Dec, Jan, Feb)
- Weekly Reflections Completed and Logged (retain for your files after mentor reads/responds)
- Mentor's Contact Hours Logged in Binder

Third Quarter:

- Monthly Agenda Topics Covered (Feb, March, April)
- Second ½ Day Observation of Exemplary District Teacher – Date Completed _____
 - ❖ Arrange cooperating teacher, date, and time with principal
(Retain observations record for your files)
- Weekly Reflections Completed and Logged (retain for your files after mentor reads/responds)
- Mentor's Contact Hours Logged in Binder

Fourth Quarter:

- Monthly Agenda Topics Covered (April, May, June)
- Weekly Reflections Completed and Logged (retain for your records after mentor reads/responds)
- Mentor's Contact Hours Logged in Binder (retain final log for your records)
- Complete and send District Mentoring Program Surveys to John Schmieg
- Send copy of Reflection Log Due Dates to John Schmieg
- Send a copy of this completed sheet to John Schmieg

All WCUSD #5 Year I Mentoring Program Requirements Have Been Completed:

Teacher Signature

Mentoring Teacher Signature

Program Administrator Signature