

# Waterloo School District #5

## Teacher Induction and Mentoring Program – Year II

Beginning Teacher's Name: \_\_\_\_\_

Mentor Teacher's Name: \_\_\_\_\_

### **Second Year Requirements:**

#### ***First Quarter:***

- First Quarter Reflection Completed (retain for your files after mentor reads/responds)
- Mentor's Contact Hours Logged in Binder

#### ***Second Quarter:***

Complete  
before first  
principal  
evaluation

- Third ½ Day Observation of New Teacher in September or October - Date Completed \_\_\_\_\_  
(Retain mentor observations for your files)
- Fourth ½ Day Observation of New Teacher in November or December- Date Completed \_\_\_\_\_  
(Retain mentor observations for your files)
- Third ½ Day Observation of Exemplary District Teacher – Date Completed \_\_\_\_\_
  - ❖ Arrange cooperating teacher, date, and time with principal  
(Retain observations record for your files)
- Second Quarter Reflection Completed and Logged (retain for your files after mentor reads/responds)
- Mentor's Contact Hours Logged in Binder

#### ***Third Quarter:***

- Fourth ½ Day Observation of Exemplary District Teacher – Date Completed \_\_\_\_\_
  - ❖ Arrange cooperating teacher, date, and time with principal  
(Retain observations record for your files)
- Quarterly Reflection Completed and Logged (retain for your files after mentor reads/responds)
- Mentor's Contact Hours Logged in Binder

#### ***Fourth Quarter:***

- Fourth Quarter Reflection 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 a copy of this completed sheet to John Schmieg

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

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Teacher Signature

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Mentoring Teacher Signature

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Program Administrator Signature