

Brighton Area Schools' Teacher Mentor Program Log

MENTEE:

MENTOR:

MONTH:

Please give the completed logs to your building principal at the end of each month. Mentors may NOT record anything of a confidential nature on the Logs or report such information to principals. Mentors should make and retain a copy of the Logs for themselves and their mentee. The Logs document contact time and may be submitted for PD credit if issues of teaching and learning are discussed. Address each of the designated topics at least once during the month. "Other" topics may be found on the checklist for monthly meetings.

Mentors are expected to meet consistently with their mentee:

1st Year Minimum 8 contacts per semester (no less than 1 per month), minimum of 30 hours throughout the year which includes 2-5 Individual Conferences and at least 2 Classroom Observations.

2nd Year Minimum 8 contacts per semester (no less than 1 per month), minimum of 30 hours throughout the year which includes 2-5 Individual Conferences and at least 1 Classroom Observations.

3rd Year Minimum 4 contacts per semester (no less than 1 per month), minimum of 15 hours throughout the year which includes 2-5 Individual Conferences and at least 1 Classroom Observations.

New to Grade Level/Position
 First Year Mentee
 2nd Year Mentee
 3rd Year Mentee

Mentor Signature: _____ Mentee Signature: _____ Date Submitted: _____

The above teachers agree to all information in this document as true and accurate as submitted. (Bldg. Principal submit to Human Resources at end of year.)

Date & Time Spent	Topics Addressed	Discussion/Plan	Reflection/Next Steps
	Classroom Management		
	Curriculum Map/Lesson Plans		
	Standards/Assessments		
	IDP		
	Observations		
	Other (Explain		

EACH MONTH complete and SAVE AS: *MenteeLastName.DATE* in your home directory.

Then Print off 2 copies- BOTH parties sign then give a copy to the MENTEE and your building principal received the original!