



Early Educator Support, Licensure and Professional Development Unit (EESLPD) MENTOR CHECKLIST  
Year 1 BTSP, School Year 20\_\_-20\_\_

Teacher: \_\_\_\_\_ Site: \_\_\_\_\_

**August/September**

- Verify all site information (address, phone number, email, site administrator) mentor is responsible for reporting changes to Early Educator Support, Licensure and Professional Development Unit (EESLPD)
- Verify that teacher has enrolled in EESLPD unit and plans to attend orientation
- Team Agreement Conference and Pre-Evaluation Orientation (Pre-Service Checklist should be distributed at this conference for LE teachers)

site administrator Date: \_\_\_\_\_  
 teacher  
 evaluator Time: \_\_\_\_\_

- Getting-to-Know-You Conference (can be the same day as Team Agreement Conference)

Date: \_\_\_\_\_ Time: \_\_\_\_\_

- Meeting to review Pre-Service Documents (should be 10 weekdays after Team Agreement Conference)

\* Pre-service for NC LE & Provisionally Licensed Teachers

Date: \_\_\_\_\_ Time: \_\_\_\_\_

**October**

- Begin or Review Professional Development Plan (PDP) planning based on teacher's self-assessment and/or 1<sup>st</sup> observation
- Post-conference with evaluator and/or follow up with mentee from 1<sup>st</sup> observation

Date: \_\_\_\_\_ Time: \_\_\_\_\_

- Additional October mentor/mentee contact

**November**

- Initial PDP Review (remind mentee to include site administrator)-on or before November 7<sup>th</sup>

Date: \_\_\_\_\_ Time: \_\_\_\_\_

- Additional November mentor/mentee contact

**December**

- Additional December mentor/mentee contact

- Post-conference with evaluator and/or follow up with mentee from 2<sup>nd</sup> Observation

Date: \_\_\_\_\_ Time: \_\_\_\_\_



### January

- Additional January mentor/mentee contact
- Submit team agreement, mentor log, pre-service checklist and initial PDP to EESLPD unit (submit 1 package including all teachers you work with using mentor roster)
- Mid-year PDP Review (remind mentee to include site administrator)-on or before January 31<sup>st</sup>  
Date: \_\_\_\_\_ Time: \_\_\_\_\_

### February

- Additional February mentor/mentee contact
- Post-conference with evaluator and/or follow up from 3<sup>rd</sup> Observation  
Date: \_\_\_\_\_ Time: \_\_\_\_\_

### March

- Additional March mentor/mentee contact

### April

- Additional April mentor/mentee contact

### April/May

- Attend Summative evaluation conference if available/funding in contract (on or before May 30<sup>th</sup>)  
Date: \_\_\_\_\_ Time: \_\_\_\_\_
- Review End-of-Year PDP (on or before May 30<sup>th</sup>)  
Date: \_\_\_\_\_ Time: \_\_\_\_\_

### May

- Additional May mentor/mentee contact

### May/June

- Review PDP for upcoming school year (on or before June 15<sup>th</sup>)  
Date: \_\_\_\_\_ Time: \_\_\_\_\_
- Remind mentee to turn in Professional Development Annual Log to EESLPD Unit -on or before June 15<sup>th</sup> (SPI, Provisionally Licensed) or August 15 (Lateral Entry Only)

### June

- Submit final mentor logs to EESLPD Unit (submit 1 package including all teachers you work with using mentor roster)
- Additional June mentor/mentee contact

*\*This document is to be used as a guide for mentors. Dates can and will vary from teacher to teacher base on their individual circumstances.*