



**GCCISD New Teacher Induction Program
SECOND SEMESTER MENTOR CHECKLIST**



Mentee Name:	Mentor Name:
GCCISD Campus:	Date:

Mentors should have contact with their mentee *at least* one time per week during the first semester.

Week	Date of Contact	Mode of Contact	Topics Covered	Relevant Topics to Discuss
January				
January 6-10				Reteaching procedures, classroom management, scope and sequence/curriculum information, reviewing student data, planning for intervention.
January 13-17				
January 20-24				
January 27-31				
By January 31:				
New teacher observes mentor or veteran teacher for at least 30 minutes.				
February				
February 3-7				Parent communication, discipline referrals, instruction/engagement strategies
February 10-14				
February 17-21				
February 24-28				
By February 28:				
Mentor observes new teacher and turns in February New Teacher Observation Form.				
March				
March 3-7				Student engagement strategies, student referrals for special programs, report cards, time management, professional development, preparing for EOY testing
March 10-14 - SPRING BREAK				
March 17-21				
March 24-28				
By March 28:				
New teacher observes veteran teacher for at least 30 minutes.				
April				
March 31-April 4				End of year procedures, reflection and goal setting for next school year, professional development
April 7-11				
April 14-18				
April 21-25				
April 28-May 2				
By May 2:				
Second Semester Mentor Checklist completed and turned in to Campus Mentee Support Team Member.			*Email Second Semester Checklist to Mentee Support Team by May 2.	

Mentor Signature:	Date:
Mentee Signature:	Date:

***All first semester paperwork must be received by the Mentee Supppot Team no later than May 2 for second semester mentor payment to be issued.**

xc: Original-Mentee

Copy-Mentee Support Team

Copy-Mentor