

Year 1 Resident Educator/Mentor Checklist

****Please print and fill out****

This checklist is to inform the Program Coordinator of the Resident Educator Program at Wayne Trace Local Schools of completion of the year 1 activities. Each box should be checked to indicate completion of the requirements. Actual documents and records of completion should be maintained by the Resident Educator and/or Mentor.

- ☐ Maintain a record of Collaborative Logs (from each meeting)
- ☐ Professional Growth Plan & Self-Assessment (from Principal evaluation)
- ☐ Pre Observation Template/Observation Post Conference Collaborative Log
- ☐ Reciprocal Observation Log
- ☐ The Teaching & Learning Cycle (Plan, Teach, Assess, Reflect, & Revise)
- ☐ Focused Mentoring: Communication, Collaboration, Professional Growth

By signing the checklist, we ensure that all documentation has been completed with regards to the Resident Educator Program guidelines.

School Year: _____

Resident Educator Printed Name

Mentor Printed Name

Resident Educator Signature

Mentor Signature

Date

Date

Program Coordinator Signature

Please make a copy for your records and return the original to the Program Coordinator.