

# 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.***