

**City of Baker School System New Teacher Induction Program
STEP – Supporting Teachers for Effective Performance**

Fourth Semester Mentor Accountability Checklist (Revised August 2010)

This checklist must be completed at the conclusion of the Fourth Semester of the Assistance Period as documentation that all required activities listed below were completed as scheduled. The principal shall forward a completed copy of the checklist to the school district's STEP contact person. A copy of the completed form will be maintained in the new teacher's file in the school district's central office. The new teacher and the mentor/mentor support team should also maintain a copy for their records. Place a check mark in front of the number of each item that has been completed.

- _____ 1. Additional interviews and observations were conducted by the mentor/mentor support team.
- _____ 2. Additional mentor assistance in resolving problems and issues confronting the second year teacher was provided.
- _____ 3. Mentor assistance in expanding the second year teacher's repertoire of effective teaching practices and student assessment techniques was provided.
- _____ 4. Mentor assistance in gathering, analyzing, and using information that will increase student learning and effective instruction was provided.
- _____ 5. The mentor/mentor support team provided assistance with the Professional Growth Plan from the Assessment semester (third semester of the Assistance Period).
- _____ 6. The mentor/mentor support team reviewed all artifacts and reflections required in the new teacher portfolio.
- _____ 7. The mentor/mentor support team verified the completeness and organization of the new teacher portfolio by completing the *Mentor Signature Sheet*.

New Teacher's Name (Print)

New Teacher's Signature

Date

Mentor's/Mentor Team Leader's
Signature - Date

Principal's Signature – Date