



The Mentor Program: An APS/ATF Partnership

MONTHLY CONTACT LOG

**SECONDARY
SAMPLE**

BT Name: Joe Smith

Mentor Name: Maria Martinez

School Name: ABC High School

Month: October, 2015

This form is helpful for interactions and conversations other than debriefing observations. Teacher competencies are printed on the back as a reference.

CONTACT DATES (Must have TWO per week.)

1. October 3, 2015 – 1 hour	5. October 17, 2015 – 1 hour
2. October 6, 2015 – email	6. October 21, 2015 – email
3. October 10, 2015 – 1 hour	7. October 24, 2015 – Observation
4. October 13, 2015 – 20 minutes	8. October 28, 2015 – Debrief observation

EXPLAIN THE DEPTH OF YOUR WORK!

COMPETENCY/DOMAIN OF THE PRIMARY FOCUS THIS MONTH: (# or key words) implement changes, curriculum

[N.M. Teacher Competencies listed on back]

What's Working:

- Keeping required deadlines organized
- Grading
- Parent Communication
- Rapport with students

Current Focus – Challenges – Concerns:

- Smooth ending of semester
- Completing PDSA correctly
- Observation by principal
- Preparing for needed conferences

Beginning Teacher's Next Steps:

- Finish semester end grades
- Incorporating more literacy strategies in lessons
- Plan new unit for review with MT
- Complete evidence binder
- Send home progress reports

Mentor Teacher Next Steps:

- Review needs assessment form with BT
- Review PDP with BT before observation
- Review evidence binder together
- Supply end of semester to do checklist
- Check w/BT to make sure all required Mentor program forms are submitted

New Mexico Teacher Competencies

1. Has Content Area Knowledge and Approved Curriculum Knowledge
2. Utilizes a Variety of Teaching methods and Resources
3. communicates with Students and Gets Feedback Resulting in Enhanced Student Learning
4. Understands Student Growth, Development and Learning and Applies this Knowledge Appropriately
5. Effectively Utilizes Techniques and Procedures for Student Assessment
6. Provides an Educational Setting to Promote Positive Student Behavior and a Safe and Healthy Environment
7. Recognizes Student Diversity and Creates a Positive Atmosphere to Involve Diverse Students and Promote Self-Esteem
8. Willing to Examine and Implement Change When Appropriate
9. Works Productively with Colleagues, Parents, and Community Members.

COMPLETE IF YOU WOULD LIKE TO BE CONTACTED BY THE MENTOR OFFICE

I COULD USE HELP WITH THE FOLLOWING:

EXAMPLE 1

MY BT IS BEING ASKED TO TEACH 4 PREPS. I KNOW THEY ARE NOT SUPPOSED TO TEACH OVER 3. HOW SHOULD I SUPPORT MY BT IN THIS? PLEASE CONTACT ME AT:

EXAMPLE 2

MY BT AND I ARE EXPERIENCING DIFFICULTY WITH ANOTHER MENTOR TEACHER AT OUR SCHOOL. CAN YOU CONTACT ME TO DISCUSS OUR OPTIONS? CALL OR EMAIL

AT: _____

***Submit logs to the Mentor Program Office at Montgomery Complex by the last working day of each month. Remember to keep a copy of the contact logs for your records!**