



# The Mentor Program: An APS/ ATF Partnership

## MONTHLY CONTACT LOG

**ELEMENTARY  
SAMPLE**

BT Name: Jane Smith

Mentor Name: Maria Martinez

School Name: ABC Elementary

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) positive student behavior, implement changes, curriculum  
*[N.M. Teacher Competencies listed on back]*

<p><b>What's Working:</b></p> <ul style="list-style-type: none"> <li>Establishing rules with class</li> <li>Practicing "resetting" the class technique</li> <li>Random positive calls to parents</li> <li>Language Arts instruction using core program</li> </ul>	<p><b>Current Focus – Challenges – Concerns:</b></p> <ul style="list-style-type: none"> <li>Classroom management</li> <li>Interrupting teacher</li> <li>Overwhelming paperwork</li> <li>Transitions between lessons</li> <li>Math instruction</li> </ul>
<p><b>Beginning Teacher's Next Steps:</b></p> <ul style="list-style-type: none"> <li>Change seating arrangement</li> <li>Practice consistency with the new rules.</li> <li>Practice observing whole class while delivering instruction</li> <li>Implement an agenda system</li> <li>Consciously pair students in math activities</li> </ul>	<p><b>Mentor Teacher Next Steps:</b></p> <ul style="list-style-type: none"> <li>Review updated rules with BT</li> <li>Show BT sample behavior contracts</li> <li>Bring article on Classroom Management Techniques and pick two to work on together</li> <li>Review a math lesson plan together</li> <li>Check w/ BT to make sure all required Mentor program forms are submitted</li> </ul>

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 HAS REPEATEDLY BEEN UNABLE TO MAKE OUR SCHEDULED MEETINGS. I NEED SOME ADVICE ON NEXT STEPS. PLEASE CALL OR EMAIL ME AT: \_\_\_\_\_**

**EXAMPLE 2**

**MY BT IS EXPERIENCING PERSONAL CHALLENGES THAT MAY CAUSE HEALTH ISSUES. I WANTED TO MAKE YOU AWARE OF THE SITUATION. PLEASE CONTACT ME AT YOUR CONVENIENCE 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!**