

Mentor Requirements for Payment of Stipend

- Attend August training for mentors.
- Meet with beginning teacher to discuss and fill out Preparation for the Beginning of School checklist – **Due August 27**
- Meet regularly with beginning teacher and record meetings on mentor log checklist.
- Submit 1st Yr Mentor Log via Perform by the deadline **each** quarter:

___ First Quarter	October 25, 2019
___ Second Quarter	January 10, 2020
___ Third Quarter	March 13, 2020
___ Fourth Quarter	May 21, 2020
- Set the date for your first observation before school starts.
- Plan for and use the release time you have with your mentee.
- **MOST IMPORTANTLY, PROVIDE ANY NECESSARY ONGOING SUPPORT FOR YOUR BEGINNING TEACHER.**

PLEASE CALL THE OFFICE ANY TIME YOU HAVE QUESTIONS, PROBLEMS, SUGGESTIONS FOR IMPROVEMENT OR IF YOU JUST NEED SOME ADVICE.

659-3226