



MENTOR/MENTEE TIMELINE AND RESPONSIBILITIES First Year

- Mentor and mentee develop a meeting log for a once a week meeting
- Mentor and mentee formulate the Monitored Growth Plan by October 1st and submits to the PLCSS
- Mentee completes Self-Assessment I by October 1st and submits to PLCSS

First Observation

- Mentor pre-conferences with mentee before October 15th
- Mentor post-conferences with mentee before October 31st
- First Observation due to PLCSS on November 15th

Second Observation

- Mentor pre-conferences with mentee before January 31st
- Mentor post-conferences with mentee before February 15th
- Second Observation due to PLCSS on February 28th

- Mentee completes Self-Assessment II by April 1st and submits to PLCSS

Third Observation

- Mentor pre-conferences with mentee before April 15th
- Mentor post-conferences with mentee before April 30th
- Third Observation due to PLCSS on May 15th