



MENTOR/MENTEE TIMELINE AND RESPONSIBILITIES Second Year

- Mentor and mentee develop a meeting log for a once a week meeting
- Mentor and mentee review and update the Monitored Growth Plan by October 1st
- Mentee completes Self-Assessment III by October 1st
- First Observation**
- Mentor pre-conferences with mentee before October 15th
- Mentor post-conferences with mentee before October 31st
- First Pre-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 Pre-Observation due to PLCSS on February 28th
- Third Observation**
- Mentor pre-conferences with mentee before April 15th
- Mentor post-conferences with mentee before April 30th
- Third Pre-Observation due to PLCSS on May 15th
- Mentor makes recommendation to PLCSS for professional certification