

**OBSERVATION/CO-TEACHING REQUIREMENT INFORMATION** (please include mm/dd/yy next to the date of observation. Check the appropriate observation and complete the blank, if it is relevant):

1<sup>st</sup> Quarter Date of Experience: \_\_\_\_\_ 2<sup>nd</sup> Quarter Date of Experience: \_\_\_\_\_ 3<sup>rd</sup> Quarter Date of Experience: \_\_\_\_\_ 4<sup>th</sup> Quarter Date of Experience: \_\_\_\_\_

\_\_\_\_ Mentor observed/co-taught with new teacher      \_\_\_\_ Mentor observed/co-taught with new teacher      \_\_\_\_ Mentor observed/co-taught with new teacher      \_\_\_\_ Mentor observed/co-taught with new teacher

\_\_\_\_ New teacher observed/co-taught with \_\_\_\_\_      \_\_\_\_ New teacher observed/co-taught with \_\_\_\_\_      \_\_\_\_ New teacher observed/co-taught with \_\_\_\_\_      \_\_\_\_ New teacher observed/co-taught with \_\_\_\_\_

***MENTOR/NEW TEACHER MEETING LOG***

**MENTOR** \_\_\_\_\_ **SCHOOL** \_\_\_\_\_

Date	New Teacher	Activity	Notes/Reflections	Follow-Up
		<input type="checkbox"/> Coaching conversation <input type="checkbox"/> Instructional planning/ lesson and unit design <input type="checkbox"/> Analysis of student work <input type="checkbox"/> Modeling Instruction/Demonstration lesson <input type="checkbox"/> Classroom management <input type="checkbox"/> Materials and resource procurement <input type="checkbox"/> Personal or professional growth <input type="checkbox"/> Other _____		
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**1: Planning and Preparation**

- a. Demonstrating knowledge of content and pedagogy
- b. Demonstrates knowledge of students
- c. Selects instructional outcomes
- d. Demonstrates utilization of resources
- e. Designs coherent instruction
- f. Assesses student learning

**2: The Learning Environment**

- a. Establishes an environment of respect and rapport
- b. Establishes a culture for learning
- c. Manages classroom procedures
- d. Manages student behavior
- e. Organizes physical space

**3: Instruction**

- a. Communicates clearly and accurately
- b. Uses higher order questioning and discussion techniques
- c. Engages students in learning
- d. Uses assessment in instruction
- e. Demonstrates flexibility and responsiveness

**4: Professional Responsibilities**

- a. Grows and develops professionally
- b. Communicates with families
- c. Participates in a Professional Learning Community
- d. Shows professionalism
- e. Maintains accurate records