Mentor Definitions for Online Log

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| Definition | Online Log  |
| One-on-one conference (BT):BT and mentor meet (face-to-face, email, or phone) to discuss any aspect of the mentoring program, including, but not limited to: completing Collaborative Assessment Log (CAL), Analysis of Student Work (ASW), Individual Learning Plan (ILP), developing lesson plans. | One-on-One |
| One-on-one conference (BA/BS):BA/BS and mentor meet (face-to-face, Skype, email, or phone) to discuss any aspect of the mentoring program, including, but not limited to: completing pre/post professional development discussions, time management, communication plans, culture and climate topics, Individual Learning Plan (ILP), developing leadership agendas. | One-on-One |
| Culture and Climate:During this one-on-one time, Beginning Administrator mentor and mentee discuss student, staff and community safety and support. Discussions focus on creating a welcoming, supportive school/district environment. (Tied to ISLLC Standard 2, ISLLC Standard 3, ISLLC Standard 5, ISLLC Standard 6). | One-on-One |
| Classroom Observation:The mentor observes the BT teaching in his/her instructional setting. Prior to the observation, the mentee and mentor have identified the purpose of the observation (formally or from ongoing conversations, CAL). | Observation |
| Professional Setting Observation:The mentor observes the BA/BS in his/her professional setting (i.e. faculty meeting, parent group, board meeting). Prior to the observation, the mentee and mentor have identified the purpose of the observation (formally or from ongoing conversations, CAL). | Observation |
| Resources:The mentor is gathering information and/or materials that will be shared with the mentee during one-on-one conference. This can include making arrangements with master teachers for field observations and networking with other educators in support of the mentee. | Resource |
| Lesson Planning:During this time, the focus for mentor and mentee interaction is on effective lesson planning: the differences between informational and instructional, strategies for engaging participants, and curriculum and individual lesson design. | Lesson Planning |
| Peer Observations of Master Educators (Learning Labs, Learning Walks, Instructional Rounds):Mentor and BT/BA/BS observe master educators with a specified purpose. Pre and post discussions based on observations are logged as part of this category and not part of the ‘one-on-one.’ | Learning Lab |
| Additional Approved Mentor Program Professional Development (BA/BS Professional Development):Both mentor and BT/BA/BS attend professional development based on mentee’s content area or instructional practice needs. One-on-One debrief focused on extending the reflection, learning and application of the professional development is conducted by mentor. | Professional Development |