



Administrator Mentor/Mentee Activities Document

Building Administrator Capacity through Mentoring

Return completed form to Jean Hanson, Human Resources by June 15.

School Year: _____

Mentor: _____

School: _____

Mentee: _____

School: _____

Date	Amount of Time	Main Agenda Item(s)
		One-day opportunity for new administrator to shadow his/her mentor at his/her building.
		Guidance to navigate the district expectations for professional responsibilities.
		Implementation of the district-adopted instructional materials.
		Attend January new administrator academy meeting.
		“On-the-job” support in the new administrator’s building, topics included but not limited to: 1) Professional development planning 2) TPEP 3) General operations Evaluation tool support
		Conduct courageous conversations.
		1st formally scheduled meeting.
		2nd formally scheduled meeting.
		3rd formally scheduled meeting.

Mentor Signature: _____

Mentee Signature: _____

NOTE: Regularly scheduled meetings such as Administrators & Supervisors and level meetings are not included as part of the mentor/mentee program.

Date	Amount of Time	Additional Item(s)

Mentor Signature: _____

Mentee Signature: _____

NOTE: Regularly scheduled meetings such as Administrators & Supervisors and level meetings are not included as part of the mentor/mentee program.