



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 two New Administrator Network meetings (dates to be determined). |
| | | “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 4) 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) |
|------|----------------|--------------------|
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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.