

Name: \_\_\_\_\_

School: \_\_\_\_\_



## Professional Development Induction Program Checklist for Instructional Mentors 2010-2011

St. Vrain Valley's Induction Program is committed to accelerating the professional growth of educators and positively impacting student achievement. The guiding principles of continuous improvement, collegiality and reflection support the growth of educators in St. Vrain. We appreciate your commitment and the integral role you play in supporting new teachers in St. Vrain.

Upon submission of evidence, your name will be released to Human Resources for stipend payment or to the Office of Professional Development for awarding credit.

○ **Compensation**

Please select **one** option:

\$650 stipend

1.5 semester hours of professional development/salary credit

○ **Meetings with Inductee**

You will meet with your inductee a minimum of 24 hours over the course of the school year. Submit a signed copy of your mentoring log documenting meeting times, dates and focus areas.

\_\_\_\_\_  
Inductee

Each log entry should include:

- Date and time
- Focus
- Next steps

○ **Mentor Training Course or Mentor Meeting**

- Complete Mentor Training before the end of the 2010-2011 school year. Course description can be found in Fall Course Offerings book or on the professional development website – [www.stvrainopd.org](http://www.stvrainopd.org). (This is for new mentors who have not received district training in the past.)
- Meet with induction coach to review requirements and tips for mentoring. (This is for mentors who have previously taken and completed the district mentor training course.)

- Write an ***End-of-Year Reflection*** about your mentoring experience.

**Submission Guidelines**

**Deadline for submission: April 29, 2011**

***Along with this checklist, place all artifacts in ONE envelope and submit your envelope to Jean Jennings, Office of Professional Development. Clearly label the envelope with your name, teaching position, and building.***

**If an extension of the deadline is needed, please contact the Office of Professional Development.**