

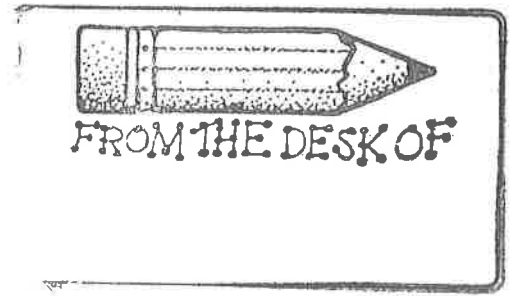
## New Teacher/Mentor Meeting & Observation Logs

New Teachers/Mentors are required to log the date, times and total hours of each activity. Both the new teacher and mentor will initial each entry. Total the number of hours at the bottom of each log. A copy of these logs will be submitted to ISEA Program Coordinator or Director after the building administration reviews the logs.

Date	Time(s)	Hours	Activities	Initials

Total Hours:

***The new teacher should make additional copies of this log, as needed. It is the responsibility of the new teacher and mentor to keep these completed logs as documentation. (minimum of nine hours)***



# New Teacher Reflection Sheet

Once Monthly (due first Monday of the month – email, fax, mail to ISEA Program Coordinator)

Beginning Date: \_\_\_\_\_ Ending Date: \_\_\_\_\_

1. Summarize your teaching experiences during the past week. Include activities and highlights which had particular significance for you.
2. Describe two strengths that you noticed in your teaching this period.
3. Describe two weaknesses that you noticed in your teaching this period.
4. Describe how you could improve these weaknesses.
5. Write one goal for yourself that you will work on next during the next period.

## Mentor response

### Evidence (Mentors check if reviewed)

- Lesson Plans                       Grade Book                       IEP
- Parent Communication (notes home, emails, newsletters, etc.)
- Other \_\_\_\_\_

\_\_\_\_\_  
*New Teacher signature*

\_\_\_\_\_  
*Mentor signature*

*Date* \_\_\_\_\_

## Professional Development Plan "SMART" Goal Worksheet

Today's Date: \_\_\_\_\_ Target Date: \_\_\_\_\_ Start Date: \_\_\_\_\_  
Date Achieved: \_\_\_\_\_

Goal:

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Verify that your goal is "SMART"

**Specific:** *What exactly will you accomplish?*

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**Measurable:** *How will you know when you have reached this goal?*

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**Achievable:** *Is achieving this goal realistic with effort and commitment? Do you have the resources to achieve this goal? If not, how will you get them?*

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**Relevant:** *Why is this goal significant to your life?*

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**Timely:** *When will you achieve this goal?*

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**This goal is important because:**

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**The benefits of achieving this goal will be:**

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**Take Action!**

**Potential Obstacles**

**Potential Solutions**

Potential Obstacles	Potential Solutions
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**Who are the people you will ask to help you?**

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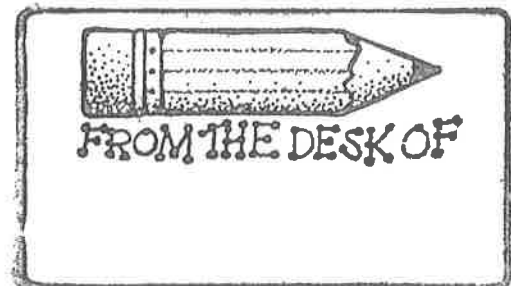
**Specific Action Steps:** *What steps need to be taken to get you to your goal?*

**What?**

**Expected Completion Date**

**Completed**

What?	Expected Completion Date	Completed
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## New Teacher Observation Reflection Form

New Teachers and Mentors are required to reflect, in writing, about their observation experiences. These may include mentor observations of the new teacher, observations by the new teacher of his/her mentor, or observations of any professional educator approved by the mentor or ISEA/building administration.

New Teacher's name: \_\_\_\_\_

Observation date: \_\_\_\_\_

Who is being observed? \_\_\_\_\_

Reflect on the goals of the lesson observed and what you learned from this observation experience. (For example: What were successes of the lesson? What could have been done differently?)

\_\_\_\_\_  
*New Teacher signature*

\_\_\_\_\_  
*Mentor signature*