

School year:

MASTER MENTOR:

**KIRKWOOD SCHOOL DISTRICT
MASTER MENTOR LOG SHEET**

TIMELINE	ACTIVITIES	DATE/INITIALS
ACTIVITIES BEFORE THE START OF SCHOOL	Attend mentor training	
	Attend new teacher luncheon/BBQ	
	Attend new teacher meeting with building principal	
	Communicate with mentors through e-mail and informal meetings	
	Communicate with new teachers through e-mail and informal meetings	
	Review building technology procedures	
TIMELINE	ACTIVITIES	DATE/INITIALS
ACTIVITIES QUARTER 1	Plan and facilitate new teacher workshop	
	Conference with principal, mentors, and new teachers regularly (minimum once a month)	
	Update reminders for the mentors	
	Informal meeting with mentors and/or new teachers before building events	
	Review building technology procedures	

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TIMELINE	ACTIVITIES	DATE/INITIALS
ACTIVITIES QUARTER 2	Plan and facilitate new teacher workshop	
	Conference with principal, mentors, and new teachers regularly (minimum once a month)	
	Update reminders for the mentors	
	Informal meeting with mentors and/or new teachers before building events	
	Review end of semester procedures	

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TIMELINE	ACTIVITIES	DATE/INITIALS
ACTIVITIES QUARTER 3	Plan and facilitate new teacher workshop	
	Conference with principal, mentors, and new teachers regularly (minimum once a month)	
	Update reminders for the mentors	
	Informal meeting with mentors and/or new teachers before building events	
	Monitor observation and team planning times for mentors and new teachers	
	Facilitate a mid-year celebration for mentors and new teachers	
TIMELINE	ACTIVITIES	DATE/INITIALS
ACTIVITIES QUARTER 4	Plan and facilitate new teacher workshop	
	Conference with principal, mentors, and new teachers regularly (minimum once a month)	
	Update reminders for the mentors	
	Informal meeting with mentors and/or new teachers before building events	
	Work with building principal to begin assigning mentors for following year hires	
	Monitor observation and team planning times for mentors and new teachers	
	Recognize and appreciate mentors with notes and small gift	
	Attend the end of the year district celebration with new teachers and mentors	
	Review end of school year procedures	

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TIMELINE	ACTIVITIES	INITIALS
YEAR IN REVIEW	Reorganize, review, and reflect	

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