

MENTOR-INTERN RELEASE TIME LOG

Please complete for each release time session and forward copy to Mentor Program Coordinator and Building Principal.

MENTOR _____ INTERN _____

DATE _____ RELEASE TIME _____

Who was released? Mentor _____ Intern _____ Both _____

Replacement teacher(s) _____

During the release time, the mentor/intern pair engaged in the following activities:

(Check all that apply)

Pre-conference _____

Observation
(Peer Coaching) _____

Mentor Observed Intern _____

Intern Observed Mentor _____

Post-conference _____

Curriculum review _____

Joint Planning _____ Discussion _____ Topic _____

Resource familiarization _____ Other _____ Topic _____

Brief summary of release time activities:

Plan of action:

Comments:

CORRELATION TO ANNUAL PERFORMANCE REVIEW

Please check off each domain and component addressed during the mentor/intern release time activity. First and second year teachers will be evaluated by administrators on the following components:

_____ **Planning and Preparation**

- _____ Demonstrating Knowledge of Content and Pedagogy
- _____ Selecting Instructional Goals
- _____ Designing Coherent Instruction
- _____ Demonstrating Knowledge of Students
- _____ Assessing Student Learning
- _____ Demonstrating knowledge of resources

_____ **The Classroom Environment**

- _____ Managing Student Behavior
- _____ Creating an Environment of Rapport and Respect
- _____ Managing Classroom Procedures
- _____ Establishing a culture for learning
- _____ Organizing physical space

_____ **Instruction**

- _____ Communicating Clearly and Accurately
- _____ Engaging Students in Learning
- _____ Using questioning and discussion techniques
- _____ Providing feedback to students
- _____ Demonstrating flexibility and responsiveness

_____ **Professional Responsibilities**

- _____ Reflecting on Teaching
- _____ Maintaining Accurate Records
- _____ Communicating with Families
- _____ Contributing to the School and the District
- _____ Growing and Developing Professionally
- _____ Showing professionalism