Administrator Mentor Definitions for Online Log

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| Definition | Online Log |
| One-on-one conference (BA/BS):  BA/BS and mentor meet (face-to-face, Skype, email, or phone) to discuss any aspect of the mentoring program, including, but not limited to: completing pre/post professional development discussions, time management, communication plans, culture and climate topics, Individual Learning Plan (ILP), developing leadership agendas. | One-on-One |
| Culture and Climate:  During this one-on-one time, Beginning Administrator mentor and mentee discuss student, staff and community safety and support. Discussions focus on creating a welcoming, supportive school/district environment. (Tied to ISLLC Standard 2, ISLLC Standard 3, ISLLC Standard 5, ISLLC Standard 6). | One-on-One |
| Professional Setting Observation:  The mentor observes the BA/BS in his/her professional setting (i.e. faculty meeting, parent group, board meeting). Prior to the observation, the mentee and mentor have identified the purpose of the observation (formally or from ongoing conversations, CAL). | (School) Observation |
| Resources:  The mentor is gathering information and/or materials that will be shared with the mentee during one-on-one conference. This can include making arrangements with veteran administrators for field observations and networking with other educators in support of the mentee. | Resource |
| Meeting/School-wide Planning:  During this time, the focus for mentor and mentee interaction is on effective meeting/school-wide planning. Examples of school-wide planning might include but not be limited to: discipline, academic focus, professional learning teams, school-wide improvement plans, parent-teacher organization, and scheduling. | Meeting/School-wide Planning |
| Teacher Observation:  Mentor and BT/BA/BS observe teachers to assist with supervision and evaluation requirements of administrators. Pre and post discussions based on observations are logged as part of this category and not part of the ‘one-on-one.’ | (Teacher) Observation |
| Additional Approved Mentor Program Professional Development (BA/BS Professional Development):  Both mentor and BT/BA/BS attend professional development based on mentee’s content area or instructional practice needs. One-on-One debrief focused on extending the reflection, learning and application of the professional development is conducted by mentor. | Professional Development |
| Communication:  Assisting BA with communication strategies and materials for staff, parents, communities, and district. Mentor can assist BA with such items as preparing communiques for meetings, school-wide newsletters, staff notes, and personnel letters. | Communication |