

**Hawaii DOE Induction Program
Standards of Mentoring Practice**
**Guaranteed Support*

Beginning Teachers and Mentors meet 3 times per month for a minimum of 60 minutes per meeting: *

Documentation:

- Online Learning Zone Interaction Log documentation**

Beginning Teachers and Mentors engage in a formative assessment system to examine practice:

➤ **Understanding Context**

Tools and Processes:

- Class profile*
- Knowing Students*
- Knowing Teachers*
- Optimal Learning Environments (OLE)*
- School & Community Resources*

➤ **Setting, Reviewing, & Reflecting on Professional Goals**

Tools and Processes:

- Charlotte Danielson Continuum of Teacher Development*
- Self-Assessment Summary*
- Professional Development Plan (PDP) or Individual Learning Plan (ILP)**
- Mid-year Review**
- End of Year Reflections**

➤ **Advancing Teaching and Learning**

Tools and Processes:

- Collaborative Assessment Logs (CALs)**
- Planning Conversation Guide (PCG)*
- Analysis of Student Learning (ASL) (Complete 2 per year) **
- Selective Scripting (SS)*
- Seating Chart (SC)*
- Content-Strategies Alignment (CSA)*
- Focus Teacher Observation (FTO)*
- Inquiry Cycle Action Plan (1 per year with Y2 BTs)*
- Observation Cycle: (Complete 2 cycles per year)**
 - Pre-Observation Conversation (POC)**
 - Lesson Plan **
 - Post-Observation Co-Analysis (POCA) **
- Effective Teacher Observation Tool*
- Discipline Plan (Rules, Consequences, and Rewards)*
- Classroom Routines and Procedures*

➤ **Communicating, Collaborating, and Coordinating**

Tools and Processes:

- Communicating with Families*
- Administrator-Mentor Communication Log (AMCL)*

➤ **Beginning Teachers participate in professional development**

- *Professional Learning Community (minimum of 4 - PDE3 registration required)**
- *New Teacher Orientation (Complex Area and/or School)**
- *Beginning Teacher Summer Academy*

➤ **Mentors participate in professional development**

- *Professional Learning Community (minimum of 4 - PDE3 registration required)**
- *Professional Learning Series (PLS 1-4)**

Evidence of professional development participation may include: agendas, transcripts, reflections, certificates of participation

* Complex Areas are responsible for monitoring the completion of mentor requirements and should have documentation on hand.

I have read the Hawaii DOE Induction Program Standards of Mentoring Practice and understand the expectations of my role as a mentor to provide a guaranteed program of mentoring support for teachers in their first two years of teaching.

Mentor Name (Print)

Mentor Signature

School/Complex Area _____

Date _____