

# Key Elements of Mentoring

## Build Relationships

Every Mentor / Mentee partnership begins with building a relationship! Just like our students, you must share a mutual respect and get to know one another. Rita Pierson said, "Kids Can't Learn From Teachers They Don't Like," but it is not just kids - we all need this support!

## Provide Feedback

Provide your mentee targeted feedback - just like your own students! Strive to make all feedback student centered. Put yourself in the classroom. What are you experiencing? How is this perceived?

## Reflect

Reflection is essential for growth. As we mentor future or new educators, it is important to emphasize the value reflection can bring to day-to-day instruction. During times of reflection, consider each element of the classroom. How can you take the lesson one step further?

## Opportunities

While your Mentee focuses on the classroom, provide learning opportunities to emphasize other elements of education. This may include networking events, observing experts in the field, or participating in a book club. These opportunities will foster building a well rounded educator.

## Scheduled Meetings

Depending on your Mentee's level of expertise, it is imperative to schedule opportunities to discuss areas of success and opportunities for growth. These may need to occur multiple times a week or periodically throughout a semester.

## Transparency

A Mentor and Mentee relationship must be built on honesty and the ability to provide feedback to reach as many students as possible - effectively and efficiently. Mentors are there to help - not hurt! Set your Mentee up for success by communicating clearly from the beginning. Discuss expectations and stay consistent!

What do you talk about during Mentor Meetings?  
Consider the Mentoring made Manageable Tools

# Mentoring made Manageable

## Weekly Reflection

Mentee : \_\_\_\_\_

Mentor : \_\_\_\_\_

Date : \_\_\_\_/\_\_\_\_/\_\_\_\_

Grade/Subject : \_\_\_\_\_

### General Week Overview

Provide an overview of the upcoming week. What lessons will be taught? What plans still need to be finalized? What roadblocks do you foresee? What are the outcomes?

Monday	Tuesday	Wednesday	Thursday	Friday

### Weekly Reflection

Utilize this section to reflect on the week. What went well? What outcomes were unexpected? Did you reach all students?

### Goal Setting

What are your goals for next week? How do you plan to reach each goal?

Goal	Plan for Implementation

# Mentoring made Manageable

## Reflective Questions

Mentee : \_\_\_\_\_

Mentor : \_\_\_\_\_

Date : \_\_\_\_/\_\_\_\_/\_\_\_\_

Grade/Subject : \_\_\_\_\_

### Curriculum

- What standards have you addressed? Where did you find areas of success and opportunities for growth?
- How will you assess your students' learning?
- What tools are you utilizing for formative assessments?
- Have students met your set targets?
- Where have you identified gaps in learning?
- What goals have your students set for themselves?
- How do you communicate to your students?
- How do you communicate to parents?
- How are student earned grades supporting growth?
- Do you provide multiple opportunities to prove mastery?

### Creativity

- How have you ensured you have reached all of your learners?
- What opportunities have your students had for choice?
- How have classroom management procedures supported your classroom?
- What innovative tools have you recently tried?
- What lesson have you taught recently that you can enhance? What can you add to better reach your learners?

### Connections

- How are you continuing to grow your Professional Learning Network (PLN)?
- Where do you feel you still need support? Who can help enhance this area?