### District Mentoring Plan: Program Evaluation Process

#### RESOURCE 10: Sample Monthly Mentoring Documentation Log

Type name of MENTOR: ___________________________________

Signature

Type name of NEW TEACHER: ___________________________________

Signature

A full visitation/demonstration lesson or conference must be 30 minutes minimum.

**VISIT = VISITATION TO CLASSROOM FOR OBSERVATION**  
**DEMO = DEMONSTRATION LESSON PROVIDED**  
**CONF = CONFERENCE**

<table>
<thead>
<tr>
<th>Schedule</th>
<th>Type of Contact</th>
<th>Summary/Comments/Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date</td>
<td>Time # of Minutes</td>
<td>Visit Demo Conf Domain and Component</td>
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Building Administrator's Signature: ________________________________

Source: Plainfield Public Schools, NJ. Used with permission.
### RESOURCE II: Sample Mentor-Novice Teacher Communication Log

<table>
<thead>
<tr>
<th>Date</th>
<th>Time Spent</th>
<th>Activity</th>
<th>Topics Discussed</th>
<th>Initials</th>
<th>Comments (Optional)</th>
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</thead>
<tbody>
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Source: MI-Map3.5 Mentoring New Teachers (pp. 31), by Michigan Department of Education Office of School Improvement. Used with permission.
RESOURCE 12: Sample Needs Assessment Questionnaire for Novice Teachers

Part A. Please choose the response for each item that most closely indicates your level of need for assistance in the area described.

Possible responses:
A. Little or no need for assistance in this area
B. Some need for assistance in this area
C. Moderate need for assistance in this area
D. High need for assistance in this area
E. Very high need for assistance in this area

___ 1. Finding out what is expected of me as a teacher
___ 2. Communicating with the principal
___ 3. Communicating with other teachers
___ 4. Communicating with parents
___ 5. Organizing and managing my classroom
___ 6. Maintaining student discipline
___ 7. Obtaining instructional resources and materials
___ 8. Planning for instruction
___ 9. Managing my time and work
___10. Diagnosing student needs
___11. Evaluating student progress
___12. Motivating students
___13. Assisting students with special needs
___14. Dealing with individual differences among students
___15. Understanding the curriculum
___16. Completing administrative paperwork
___17. Using a variety of teaching methods
___18. Facilitating group discussions
___19. Grouping for effective instruction
___20. Administering standardized achievement tests
___21. Understanding the school system’s teacher evaluation process
___22. Understanding my legal rights and responsibilities as a teacher
___23. Dealing with stress
___24. Dealing with union-related issues
___25. Becoming aware of special services provided by the school district

Part B. Please respond to the following items.

26. List any professional needs you have that are not addressed by the preceding items.

27. What additional types of support should the school district provide to you and to other novice teachers?

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RESOURCE 13: Sample Needs Assessment Questionnaire for Mentors

Part A. Please choose the response for each item that most closely indicates your level of need for assistance in the area described.

Possible responses:

F. Little or no need for assistance in this area
G. Some need for assistance in this area
H. Moderate need for assistance in this area
I. High need for assistance in this area
J. Very high need for assistance in this area

___ 1. Learning more about what is expected of me as a mentor
___ 2. Collecting classroom observation data
___ 3. Diagnosing needs of my novice teacher
___ 4. Interpersonal skills
___ 5. Assisting my novice teacher with classroom management
___ 6. Helping my novice teacher develop a variety of effective teaching strategies
___ 7. Using principles of adult learning to facilitate the professional growth of my novice teacher
___ 8. Socializing my novice teacher into the school culture
___ 9. Helping my novice teacher maintain student discipline
___ 10. Helping my novice teacher design a long-range professional development plan
___ 11. Finding resources and materials for my novice teacher
___ 12. Providing emotional support for my novice teacher
___ 13. Co-teaching with my novice teacher
___ 14. Managing my time and work
___ 15. Problem-solving strategies
___ 16. Helping my novice teacher motivate students
___ 17. Helping my novice teacher diagnose student needs
___ 18. Helping my novice teacher deal with individual differences among students
___ 19. Helping my novice teacher evaluate student progress
___ 20. Engaging in expert coaching of my novice teacher

Part B. Please respond to the following items.
21. List any needs that you have as a mentor that are not addressed by the preceding items.

22. What additional types of support should the school district provide to you and to other mentors?

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RESOURCE 14: Sample Novice Teacher Questionnaire

We would like to gather some information from you that will help us improve our mentoring program. Responses of novice teachers and mentors will be shared with you in the form of aggregated data.

Please read each question carefully. Respond by checking “yes” or “no” or by writing your answer in the space provided. Return your completed questionnaire to…

1. If you were going to mentor a novice teacher, what would you do to build a trusting, professional relationship with him or her?

___________________________________________________________________
___________________________________________________________________

2. Did you and your mentor find time to meet?  □ yes  □ no
   If yes, how did you manage this?

____________________________________________________________________

3. In a typical week, how many times did you meet with your mentor?  _____ times

4. Did you meet at (please check all that apply):
   □ a specified time  □ as needed  □ other (please specify): ______________________

5. How many times did you observe your mentor in a typical month?  ____ times

6. How many times did you observe other faculty members teaching in a typical month?
   ___ times

7. How many times did your mentor observe you in a typical month?  ____ times

8. Did you discuss these observations?  □ yes □ no. If yes, how did you find the time?

____________________________________________________________________

9. Did you conduct an action research project in your classroom this year?  □ yes □ no.
   If yes, please describe.

____________________________________________________________________
District Mentoring Plan: Program Evaluation Process

**RESOURCE 14 (continued)**

**Open-ended Questions**

1. The biggest challenge that I had this year was…

2. During this first year, I wish I had known…

3. One problem that I could not handle was…

4. One benefit of having a mentor was…

5. The most important thing I learned from my mentor was…

6. If I was a mentor and I had a novice teacher, I would be sure to…

7. If I were to design a mentor training program, I would emphasize…

*Thank you for your assistance.*

Distric Mentoring Plan: Program Evaluation Process

**RESOURCE 15: Sample Mentor Questionnaire**

We would like to gather some information from you that will help us improve our mentoring program. Your responses, in the form of aggregated data, will be shared with you and your colleagues.

Please read each question carefully. Respond by checking “yes” or “no” or by writing your answer in the space provided. Return your completed questionnaire to…

**My Role as a Mentor and the Support Received from Others**

1. How many years have you been a mentor? ____ years

2. What individuals, activities, or readings were most helpful in enabling you to understand your role as a mentor?

   - Individuals: _________________________________________________________
   - Activities: __________________________________________________________
   - Readings: __________________________________________________________

3. What other activities did/might assist you in gaining this understanding?

   ___________________________________________________________________
   ___________________________________________________________________

4. What kinds of administrative support were most valuable in helping you to fulfill your role?

   ___________________________________________________________________
   ___________________________________________________________________

5. Which types of administrative support were not as valuable?

   ___________________________________________________________________
   ___________________________________________________________________

6. How many times did you observe your novice teacher? ____ times

7. How many times did your novice teacher observe you in a typical month? ____ times

8. To your knowledge, how many times did your novice teacher observe other faculty members teaching in a typical month? ____ times

9. What other resources did you guide your novice teacher to use?

   ___________________________________________________________________
District Mentoring Plan: Program Evaluation Process

**RESOURCE 15 (continued)**

10. Please describe any strategies you employ to find time to meet with your novice teacher.

____________________________________________________________________

____________________________________________________________________

11. Please describe any strategies you believe the district should employ to facilitate finding time with your novice teacher.

____________________________________________________________________

____________________________________________________________________

12. Please describe any strategies you use that are effective in building a collegial relationship with your novice teacher.

____________________________________________________________________

____________________________________________________________________

Open-ended Questions

13. One real benefit of being a mentor was…

____________________________________________________________________

14. The biggest challenge that I had this year as a mentor was…

____________________________________________________________________

15. As a mentor, I wish I had known…

____________________________________________________________________

16. If I were to give advice to a new mentor, it would be…

____________________________________________________________________

17. The most important thing I learned from my novice teacher was…

____________________________________________________________________

18. One problem that my novice teacher had that I could not handle was…

____________________________________________________________________

19. If I were to design a mentor training program, I would emphasize…

____________________________________________________________________

Thank you for your assistance.

District Mentoring Plan: Program Evaluation Process

**RESOURCE 16: Sample Questionnaire**

for Evaluation of Mentoring Program by Novice Teachers

Part A. Please choose the response for each item that most closely indicates your level of agreement with the following statements.

Possible Responses:
A. Strongly agree
B. Agree
C. Agree somewhat
D. Disagree
E. Strongly disagree

__ 1. I understood what was expected of me as a novice teacher
__ 2. I communicated often with my mentor
__ 3. My mentor was helpful in planning lessons
__ 4. I felt personally supported by my mentor
__ 5. My mentor observed lessons and provided feedback on my teaching
__ 6. I felt prepared to work with parents
__ 7. I became part of the school culture
__ 8. I received adequate assistance in securing needed resources
__ 9. I improved my classroom management
__ 10. I improved my teaching
__ 11. I felt supported by the program coordinator
__ 12. My mentor and I had ample time together
__ 13. I am glad that I was a part of this mentoring program

Part B. Please respond to the following items.

14. As a novice teacher, what needs (if any) did you have that were not addressed by the mentoring program?

15. What types of additional support should the school district provide to novice teachers?

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District Mentoring Plan: Program Evaluation Process

**RESOURCE 17: Sample Questionnaire for Evaluation of Mentoring Program by Mentors**

**Part A.** Please choose the response for each item that most closely indicates your level of agreement with the following statements.

Possible Responses:
F. Strongly agree
G. Agree
H. Agree somewhat
I. Disagree
J. Strongly disagree

1. I understood what was expected of me as a mentor
2. I communicated often with my novice teacher
3. I helped my novice teacher plan lessons
4. I provided personal support to my novice teacher
5. I observed lessons and provided feedback on my novice teacher’s teaching
6. I felt prepared to be a mentor
7. I helped my novice teacher become part of the school culture
8. My novice teacher’s ability to work with parents improved
9. My novice teacher’s classroom management improved
10. My novice teacher’s teaching improved
11. I felt supported by the program coordinator
12. My novice teacher and I had ample time together
13. I am glad that I was a part of this mentoring program

**Part B.** Please respond to the following items.

14. As a mentor, what needs (if any) did you have that were not addressed by the mentoring program?

15. What types of additional support should the school district provide to mentors?

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