

## LOUISIANA TEACHER ASSISTANCE AND ASSESSMENT PROGRAM

### Third Semester Mentor Accountability Checklist

This checklist must be completed at the conclusion of the Third Semester of the Assistance Period as documentation that all required activities listed below were completed as scheduled. The principal should forward a completed copy of the checklist to the Louisiana Teacher Assistance and Assessment Program Local Contact Person. **A copy of the completed form should be maintained in the new teacher's professional file in the school district's central office. The new teacher and the mentor or mentor support team should also maintain a copy for their records.**

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- \_\_\_ 1. Additional mentor assistance in resolving problems and issues confronting the teacher in the third semester was provided.
- \_\_\_ 2. Mentor assistance in expanding the second year teacher's repertoire of effective teaching practices and student assessment techniques was provided.
- \_\_\_ 3. Mentor assistance in gathering, analyzing, and using information that will increase student learning and effective instruction was provided.
- \_\_\_ 4. The mentor/mentor support team provided additional assistance with the Professional Growth Plan from the two semesters of the Assistance Period.
- \_\_\_ 5. Mini observation(s) of new teacher by mentor/mentor support team member (with debriefing) were conducted as needed.
- \_\_\_ 6. The mentor/mentor support team assisted the new teacher in the organization of the LaTAAP New Teacher Portfolio.
- \_\_\_ 7. The mentor/mentor support team reviewed all artifacts and reflections required in the LaTAAP New Teacher Portfolio.
- \_\_\_ 8. The mentor/mentor support team verified the completeness and organization of the LaTAAP New Teacher Portfolio by completing the Mentor Signature Sheet.

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(New Teacher's Signature) (Date)

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(New Teacher's Social Security Number)

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(Principal's Signature) (Date)

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(Principal's Social Security Number)

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(Mentor/Team Leader's Signature) (Date)

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(Mentor/Team Leader's Social Security Number)

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(School Name)

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(School District)