Kokomo
T eachers
Evolving
A s
Mentors

Kokomo-Center Schools Time Line for Mentorship

Reflective writings and conversations with certified mentors/colleagues should accompany these activities Log these sessions. Your portfolio will be submitted electronically this year.

YEAR TWO

Initial Practitioner Portfolio Year

September

- *Attend district meeting with mentor to review the Portfolio Process*
- *Meet with Mentor to plan the year to complete the portfolio process. Follow the state guidelines.*
- *Review the Framework for Evaluation (Guiding Questions) to understand the expectations for your performance*
- *Meet weekly with your mentor*

October

- *Review the components of the portfolio assessment described in the handbook.*
- *Review the Framework for Evaluation (Guiding Questions) to understand the expectations for your performance*
- *Complete the Portfolio Class Profile Form*
- *Meet weekly with your mentor*

November

- *Practice videotaping lessons with your students and reflect with a mentor/colleague, if possible, about student engagement, accessing all students, achievement of learning goals, student interaction, managements of resources, etc.*
- *Distribute the videotape notification forms to parents. (Secondary teachers may need to wait until 2nd semester.)*

December

- *Attend a district meeting to share the progress of your portfolio*
- *Submit your log to Director of PD at this session*
- *Start thinking about the sequence of lessons that demonstrates the requirements in your portfolio, the class you will focus upon in your performance, the activities of work samples you will collect and assessments of students learning*
- *Revisit the Framework for Evaluation (Guiding Questions) to understand the expectations for your performance.*

January

- *Decide on a unit(s) of instruction, the class you will profile, select three to five possible students to highlight, and copy and distribute the videotape consent forms*
- *Begin profiling the selected students as learners*
- *Attend district meeting for review of beginning portfolio*
- *Continue meeting with mentor to review your work*

February – March

- *Begin videotaping lessons, collecting\n student work, and writing reflective commentary as described in the handbook*
- ***Attend a March PD Session to have a team review your portfolio using the Standard Board Check List***
- *Complete all requirements of your portfolio before Spring Break ready for second review with your mentor and PD office team*

April

- *Review your performance draft with a colleague and mentor.*
- Complete a final check on all requirements of the portfolio.
- Follow the guidelines to submit your portfolio electrically