

Jaffrey-Rindge Cooperative School District

MENTORING HANDBOOK

FORM B

**INDIVIDUAL MENTORING PLAN**

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| **MENTEE** |  | **SCHOOL YEAR** |  |
| Job Assignment |  | School |  |
| Mentor |  |  |  |

***Throughout the Year***

*Maintain a record of your activities using the Professional Development Annotated Log.*

*This plan should be considered a “living” document. You may review and edit as needed.*

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| **GOAL SETTING** –Complete in September and edit as needed  *Please utilize your Mentee Needs Assessment to complete this section.* |
| **Areas of Strength:** |
| **Priority Goals** (top areas for targeted support and professional development): |
| **Additional Goals** (lower priority areas for targeted support and professional development): |

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| **ACTION PLAN** – Complete in September  *Utilize the* ***Road Map to Success*** *form to document goals and related action plans.* |

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| **OBSERVATION PLAN** – Complete in September and edit as needed  *Enter substitute request(s) on Aesop under “Professional Development”* | | | |
| **Date:** | **Type of observation:** | | **Focus:** |
| **Mentor observing mentee** | **Mentee observing colleagues** |
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| **FALL REVIEW** | | | |
| Mentor |  | Date |  |
| Mentee |  | Date |  |
| Administrator |  | Date |  |

**INDIVIDUAL MENTORING PLAN REFLECTIONS**

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| **MENTEE** |  | **SCHOOL YEAR** |  |
| Job Assignment |  | School |  |
| Mentor |  |  |  |

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| **MID-YEAR** |
| **Progress toward goals:** |
| **Adjusted goals or actions (if applicable):** |
| **Other notes:** |

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| **END-OF-YEAR** |
| **Progress toward goals:** |
| **Ongoing goals or actions:** |
| **Other notes:** |

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| **SPRING REVIEW** | | | |
| Mentor |  | Date |  |
| Mentee |  | Date |  |
| Administrator |  | Date |  |