

TEAM Mentor Checklist

Transition Year (2026-2027)

- ☐ Discuss the appropriate TEAM pathway with the beginning teacher.
- ☐ Remember either pathway satisfies TEAM requirements during the transition year.
- ☐ Discuss how to collaborate around completing the Mentorship Engagement logs.
- ☐ Stay informed about TEAM 2.0 updates and discuss these changes with the beginning teacher.
- ☐ Discuss possible alignment between TEAM goals and evaluation goals.

Build the Relationship

- ☐ Schedule regular check-ins with the beginning teacher
- ☐ Always begin conversations by checking on wellbeing before discussing instruction.
- ☐ Celebrate successes and encourage reflection on setbacks and cultivate a growth mindset.
- ☐ Build and sustain trust and maintain confidentiality.
- ☐ Encourage meaningful dialogue and reflection rather than simply completing requirements.

Support Professional Growth

- ☐ Observe the teacher in one of their classes or other professional setting.
- ☐ Invite the teacher to observe you in the classroom or other professional setting.
- ☐ Co-plan a lesson or unit study, review student work or assessment data, and engage in reflective conversations.
- ☐ Collaboratively work through problems and help find solutions.
- ☐ Connect the beginning teacher with colleagues, resources, or professional learning opportunities.
- ☐ Agree on one manageable next step after each conversation.

Document Mentoring Hours

- ☐ Collaboratively document a minimum of 10 mentoring hours per TEAM module on the Mentorship Engagement Log on the TEAM dashboard.
- ☐ Record a brief, concise summary of each significant mentoring interaction such as observations, co-planning, student work analysis, and reflective conversations. Bulleted lists are fine.
- ☐ Document agreed upon next steps.
- ☐ Sign off on the appropriate submission in the TEAM dashboard.