



FRANKLIN LOCAL SCHOOL DISTRICT

Administration Office

360 Cedar Street, P.O. Box 428 • Duncan Falls, OH 43734 • P: 740-674-5203 • F: 740-674-5214
www.franklinlocalschools.org

Kacey Cottrill, Superintendent • Rob Preston, Assistant Superintendent • Scott Paul, Treasurer

Year 1 Resident Educators Checklist

- Review Resident Educator information on Franklin Local School District website.
- Complete Ohio Teacher Evaluation System (OTES) Self-Assessment.
- Complete Professional Growth Plan for teacher evaluation.
- Review Instructional Mentor Tool with mentor to guide and facilitate ongoing discussions and understanding of the **Teacher and Learning Cycle**.
 - (To access documents: FLSD webpage, About Us, Departments, Instruction, Staff Resources, Resident Educator, For Mentors, Mentor Toolkit, Instructional Mentor Tool)
- Review Focused Mentoring Area: **Communication with Parents/Preparing and Planning for Parent-Teacher Conferences**. Meet beforehand to discuss routines/conference planning for a positive experience. After the conferences, reflective conversations may include what went well, any concerns, and any changes for the next time.
- Review Focused Mentoring Areas: **Collaboration with Colleagues and Professional Growth**. Use ODE Sample Focused Mentoring Activity Description/Conversation Questions/Content and Activity Template to reflect on mentoring objectives/goals and reflection/evidence of learning.
- Review Focused Mentoring Area: **Formative and Summative Assessment**. Examples of reflective conversations may include evidence of student learning, implementation of formative assessment strategies, and planning instruction based on student needs.
- Review Focused Mentoring Area: **Formative Assessment: Effective Feedback**. Examples of reflective conversations may include evidence of learning, reflection questions, and use of Focused Mentoring Activity feedback observation form (allows for multiple observations, based on important criteria for providing effective feedback).
- Complete one informal observation of Resident Educator by the mentor. For follow-up reflection, use Collaborative Log or informal professional dialogue for self-reflection and collaboration.

Date: _____



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