

## **Year 1 Resident Educator Timeline**

Must document in a contact log 10 meetings per year (formal or informal in nature). The timeline is a guide to help you stay on track. Some items listed have options for use of your meeting time.

### **August:**

Program Orientation

Location: TCS Administration Bldg, third floor

Date/Time: Opening Day at lunch hour

Agenda:

Getting to Know Your Resident Educator ([mentor toolkit](#) page 28)

Website Timelines Overview

Review building operations and requirements  
(safety drills, STAR, grade cards, etc.)

### **September:**

[OTES](#) Self-Evaluation

Professional Growth Plan in [OTES](#)

Preview the [OTES](#) Rubric Items

### **October:**

RE-Mentor Networking Meeting

Location: TCS Administration Bldg, third floor

Date/Time: TBD

Informal Observations of Resident Educator by the Mentor for follow-up reflection. Use [Collaborative Log](#) for self-reflection and collaboration.

Use questions ([from mentor toolkit page 69](#)) for oral reflection of teaching and learning cycle.

### **November/December:**

Informal Observations of Mentor or other veteran teacher by the Resident Educator for follow-up reflection. Use [Collaborative Log](#) for self-reflection and collaboration. Use questions ([from mentor toolkit page 69](#)) for oral reflection of teaching and learning cycle.

### **January:**

RE-Mentor Networking Meeting

Location: TCS Administration Bldg, third floor

Date/Time: TBD

Use [Collaborative Log](#) for self-reflection and collaboration. Use questions ([from mentor toolkit page 69](#)) for oral reflection of teaching and learning cycle.

**February:**

Optional\*\*\* Use Sample [Focused Mentoring](#) Activities as needed

Optional\*\*\* Review Resident Educator's [OTES](#) evaluations to highlight areas for improvement

Optional\*\*\* Review state-mandated testing procedures as needed

Optional\*\*\* Review parent-teacher conferences procedures

Use Collaborative Log for self-reflection and collaboration.

**March:**

Optional\*\*\* Use Sample [Focused Mentoring](#) Activities as needed

Optional\*\*\* Review Resident Educator's [OTES](#) evaluations to highlight areas for improvement

Optional\*\*\* Review state-mandated testing procedures as needed

Use [Collaborative Log](#) for self-reflection and collaboration.

**April:**

Optional\*\*\* Use Sample [Focused Mentoring](#) Activities as needed

Optional\*\*\* Review Resident Educator's [OTES](#) evaluations to highlight areas for improvement

Use [Collaborative Log](#) for self-reflection and collaboration.

**May:**

Use [Collaborative Log](#) for goal-setting for next year

\*\*\*Re-visit individual items from timeline as needed.