



NORTH COAST SCHOOL OF EDUCATION

ADMINISTRATIVE MID-YEAR CHECK-IN

2019-20



The **Mid-Year Check-In** that is required of each Candidate, Intern and/or Permit Holder and Mentor in our programs has multiple purposes and is very important in meeting program completion and communication requirements.

Mentors are asked to guide Candidates/Interns/Permit Holders through this process by coordinating, planning, and attending the administrator Mid-Year Check-In meeting where they (Mentors) will share their Self-Assessment in regards to how they are supporting the Candidate/Intern Permit Holder in meeting individual goals.

**THE MID-YEAR CHECK-IN SHOULD BE COMPLETED
BY THE DATE NOTED ON PROGRAM OVERVIEWS**

Completion of the Mid-Year Check-in is verified by Mentors submitting the Mentor Self Assessment at the end of the program. No other verification, survey or signature by administrators is required.

Listed below are a few “talking points” to consider, not a script to follow. Please take notes as you meet with your Induction Candidate(s)/Intern(s)/Permit Holder(s) and Mentor Teacher(s) so that you have a reference while completing the required survey.

- **Key insights and growth as a professional**
- **Areas of strength** – as linked to the *Teacher Performance Expectations* or the *California Standards for the Teaching Profession*.
- **Areas of strength** – as linked to working with diverse students.
- **How has Teacher Induction or the Intern Support & Supervision Program impacted student achievement?**
- **What progress has been made on the Induction Candidate’s Individual Learning Plan (ILP)?** (Revisit job-embedded goals set at the beginning of the year that include site administrator feedback.)
- **Additional professional learning and support needed to better meet students’ learning goals.**
- **Mentor Self-Assessment** – Mentors will share with you what they offer for support (*Areas of Strength*) and what they’re working on (*Areas of Growth and Proposed Actions*) with Candidates/Interns/Permit Holders as aligned to program standards.

Thank you for supporting your Induction Candidate(s)/Intern(s)/Permit Holder(s) and Mentor Teacher(s) as they complete the Teacher Induction/Intern Support & Supervision Programs.