



NORTH COAST SCHOOL OF EDUCATION

ADMINISTRATIVE MID-YEAR CHECK-IN



The **Mid-Year Check-In** that is required of each Mentee and Mentor in our programs has multiple purposes and is very important in meeting program completion and communication requirements.

Mentors are asked to guide Mentees 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 Mentee 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 Mentee(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 credential standards.
- **Areas of strength** – as linked to working with diverse students.
- **How has the NCSOE Program participation impacted student achievement?**
- **What progress has been made on practice?** (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 Mentees as aligned to program standards.

Thank you for supporting your Mentee(s) and Mentor Teacher(s) as they complete NCSOE Programs.