



## 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 TO DO LIST**

**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:

- **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.