



# Spring Conference 7

## Pasadena ATCP Mentor Conference

**\*\*\*Return to the ATCP Secretary by March 31\*\*\***

Mentor Teacher: \_\_\_\_\_

Intern Teacher: \_\_\_\_\_

Intern Campus: \_\_\_\_\_

Intern Certification Area: \_\_\_\_\_

ATCP Instructional Specialist: \_\_\_\_\_

Date of Observation: \_\_\_\_\_

<b>D</b>	<b>Developing</b> – May be aware but not evident
<b>BC</b>	<b>Beginning Competent</b> – Evident at some but not all opportunities
<b>AC</b>	<b>Advanced Competent</b> – Evident at most opportunities
<b>P</b>	<b>Proficient</b> – Evident at every opportunity

Ask your intern to reflect on his/her professional growth during the year in the following areas.

### Reflects on Teaching

- |  |          |           |           |          |
|--|----------|-----------|-----------|----------|
| <input type="checkbox"/> Effectively reflects on teaching strategies | <b>D</b> | <b>BC</b> | <b>AC</b> | <b>P</b> |
| <input type="checkbox"/> Uses reflection to improve instruction      | <b>D</b> | <b>BC</b> | <b>AC</b> | <b>P</b> |

### Maintains Accurate Records

- |  |          |           |           |          |
|--|----------|-----------|-----------|----------|
| <input type="checkbox"/> Uses student records to monitor and adjust instruction      | <b>D</b> | <b>BC</b> | <b>AC</b> | <b>P</b> |
| <input type="checkbox"/> Effectively maintains and manages non-instructional records | <b>D</b> | <b>BC</b> | <b>AC</b> | <b>P</b> |

### Communicates with Parents/Guardians

- |  |          |           |           |          |
|--|----------|-----------|-----------|----------|
| <input type="checkbox"/> Effectively communicates information about instruction and assessment | <b>D</b> | <b>BC</b> | <b>AC</b> | <b>P</b> |
| <input type="checkbox"/> Effectively communicates information about student progress           | <b>D</b> | <b>BC</b> | <b>AC</b> | <b>P</b> |
| <input type="checkbox"/> Encourages parental involvement in student learning                   | <b>D</b> | <b>BC</b> | <b>AC</b> | <b>P</b> |

### Contributes to the School and District

- |  |          |           |           |          |
|--|----------|-----------|-----------|----------|
| <input type="checkbox"/> Fosters professional, collaborative relationships with colleagues | <b>D</b> | <b>BC</b> | <b>AC</b> | <b>P</b> |
| <input type="checkbox"/> Assumes additional responsibilities                               | <b>D</b> | <b>BC</b> | <b>AC</b> | <b>P</b> |

### Professional Growth and Development

- |  |          |           |           |          |
|--|----------|-----------|-----------|----------|
| <input type="checkbox"/> Maintains a system for documenting professional growth      | <b>D</b> | <b>BC</b> | <b>AC</b> | <b>P</b> |
| <input type="checkbox"/> Initiates professional development based on perceived needs | <b>D</b> | <b>BC</b> | <b>AC</b> | <b>P</b> |

### Demonstrates Professionalism and Ethics

- |   |          |           |           |          |
|---|----------|-----------|-----------|----------|
| <input type="checkbox"/> Demonstrates effective decision-making     | <b>D</b> | <b>BC</b> | <b>AC</b> | <b>P</b> |
| <input type="checkbox"/> Demonstrates strong work ethic             | <b>D</b> | <b>BC</b> | <b>AC</b> | <b>P</b> |
| <input type="checkbox"/> Advocates in the best interest of students | <b>D</b> | <b>BC</b> | <b>AC</b> | <b>P</b> |



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**Conference Date:** \_\_\_\_\_

**Notes and Reflections:**

**Future steps that support intern's professional growth:**

**Please comment on the effectiveness of the mentoring program and give suggestions for improvement:**