

# **LEAD STRONG**

## **Building Capacity through Residency**

**2014-2015**



## **MENTOR RESPONSIBILITIES**

Office of Professional Development and Evaluation  
Human Capital Management



## **PROJECT LEAD STRONG MENTOR ADMINISTRATOR CHECKLIST**

- ☐ Participate in Project Lead Strong orientation
- ☐ Utilize the Mentor Log to guide the mentoring process and document mentoring support
- ☐ Facilitate the transition of the Assistant Principal to Principal in Residence

Ensure that each participant is provided with field experiences listed below:

- ☐ Attend DATA/COM meeting (or Mock DATA/COM)
- ☐ Present at DATA/COM meeting (or Mock DATA/COM)
- ☐ Conduct Classroom Walkthroughs at least twice per week
- ☐ Write a memorandum to the faculty addressing instructional program
- ☐ Oversee the effective implementation of Saturday School(or other initiatives)
- ☐ Participate in School-Wide Instructional Reviews (SIRS) or Instructional rounds
- ☐ Lead a Professional Learning Community (PLC)
- ☐ Lead a faculty meeting focusing on school assessment data
- ☐ Conduct data chat with faculty
- ☐ Attend region level budget conference
- ☐ Write a summary of a School Board meeting
- ☐ Ensure participant demonstrates competence in the use of technology through preparation of data files
- ☐ Assist with preparation and documentation of IPEGS
- ☐ Engage in mock interview for school-site administrative position
- ☐ Complete a reflection on the Code of Ethics
- ☐ Write a reflection articulating a personal and professional vision
- ☐ Attend a meeting with community group such as PTSA, Dade Partners, or EESAC
- ☐ Participate in conference addressing parent issue
- ☐ Demonstrate effective interaction with diverse population representative of school's community
- ☐ Conduct formal and informal observations providing feedback, guidance, instruction, and appropriate materials to assist program participant
- ☐ Mentor Principals sign off-on the Field Experiences and Leadership Competency Checklist
- ☐ Participate in Project Lead Strong surveys and evaluations

## **ONLINE MENTOR LOG**

Access to the [Online Mentor Log](#) is available by clicking on the link. To be submitted monthly in order to receive stipend.

## **PROJECT LEAD STRONG**

### **MENTOR ADMINISTRATOR FOR ASSISTANT PRINCIPAL CHECKLIST**

- ☐ Participate in Project Lead Strong orientation
- ☐ Utilize the Mentor Log to guide the mentoring process and document mentoring support
- ☐ Facilitate the transition of the Teacher Leader to Resident Assistant Principal

Ensure that each participant is provided with field experiences listed below:

- ☐ Attend DATA/COM meeting (or Mock DATA/COM)
- ☐ Conduct Classroom Walkthroughs at least twice per week
- ☐ Write a memorandum to the faculty addressing instructional program
- ☐ Conduct School-Wide Instructional Reviews (SIRS)
- ☐ Lead a Professional Learning Community (PLC)
- ☐ Lead a faculty meeting focusing on school assessment data
- ☐ Conduct data chat with faculty
- ☐ Attend region level budget conference
- ☐ Write a summary of School Board meeting
- ☐ Ensure participant demonstrates competence in the use of technology through preparation of data files
- ☐ Engage in mock interview for assistant principal position
- ☐ Complete a reflection on the Code of Ethics
- ☐ Write a reflection articulating a personal and professional vision
- ☐ Attend a meeting with community group such as PTSA, Dade Partners or EESAC
- ☐ Participate in conference addressing parent issue
- ☐ Demonstrate effective interaction with diverse population representative of school's community
- ☐ Conduct formal and informal observations providing feedback, guidance, instruction, and appropriate materials to assist program participant
- ☐ Participate in Project Lead Strong surveys and evaluations

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