

TEA Grant Rubric Minimum Requirements for Action Plans

***** Action Plans should help both mentors and mentees to focus on and improve their classroom teaching skills and implement the Principles of Learning.**

	Check Off	Requirement
1.		The first classroom observation must be completed before finishing each Action Plan.
2.		Mentor completes NTSM Observation form. TEA mentors will complete 2 observations per semester.
3.		Upon completion of the observation, mentor and mentee complete each Action Plan together. Action Plans must be different for each mentee.
4.		Action Plan addresses all of the areas listed on the Action Plan form.
5.		Action Plan should be a blueprint for the semester's work together that is learning-focused.
6.		Action Plan addresses individual needs or areas of improvement of the new teacher. It also addresses what the mentor and mentee will do together to improve instruction and implement the Principles of Learning.
7.		Action Plan lists specifically what the mentee is going to do to implement the Action Plan.
8.		Action Plan lists specifically what the mentor is going to do to support the mentee.
9.		Both mentor and mentee sign the Action Plan.
10.		Mentor faxes both Action Plan and Observation forms by the due dates on the forms, or within 15 days of the new teacher's start date.
11.		Mentors will keep a copy of faxed documents, as well as the confirmation of the fax.
12.		The NTSM department will approve the forms before stipends are paid. For Action Plans not meeting requirements, mentors will be asked by email to resubmit.
13.		Observation information is not to be used for PDAS. It is for the use of the mentor and mentee only.
14.		No Action Plan or late Action Plan means no mentor stipend.
15.		Mentor is to write the Action Plan, not the mentee, although the plan must be mutually agreed upon.

TEA Grant Rubric

Minimum Requirements for Communication Logs

	Check Off	Requirement
1.		Records a minimum of two individual meetings or visits with new teacher per week. That means a time to sit down and discuss what is going on in the classroom.
2.		Gives specific date and time of each meeting.
3.		Records at least four meetings per reporting period that address one or more of the areas of the Action Plan.
4.		Must be signed by both mentor and mentee at each meeting.
5.		Mentor faxes logs by the due dates on the forms. Mentor keeps copies of the forms, as well as the fax confirmation.
6.		Communication Logs not meeting requirements will result in \$50 reduction in stipend per log.
7.		Communication Logs cannot be re-done.
8.		Mentor is to write the Communication Log, not the mentee.
9.		Not accepted more than 10 days late.
10.		Records specifically what the mentor is doing to support the new teacher.

Minimum Requirements for Observations

	Check Off	Requirement
1.		Observations must be completed by due dates or within 15 days of mentee's hire date. Two observations are to be completed per semester.
2.		Observation forms must be signed by both mentor and mentee.
3.		Observation forms must be faxed to NTSM by due dates on forms.
4.		Missed observations will result in a \$100 reduction in stipend.

