

Mentoring Checklist – Alaska Division – Revised March 2015

- ID Class** - Instructor Candidate (IC) takes the Instructor Development (ID) class.
- Complete Application** - IC completes an application, which is given to the Patrol Representative, who forwards to the Region Director. A specific mentor (from the approved list of mentors) may be requested on the application.
- Assigned a Mentor** - IC is assigned a mentor by the Region Director within about two weeks and a copy of the application forwarded to the Program Supervisor.
- Instructor Development Plan** - Mentor meets with IC to develop an Instructor Development Plan (IDP). The IDP is completed, up to the first two columns. The mentor will also provide and review Mentoring New Instructors with the IC; and ensure the IC has the most recent copy of the curriculum for the discipline (Instructors Guide). This will ideally happen within several weeks of being assigned.
- IDP to Regional Director / Program Supervisor** - Mentor sends a copy of the IDP to Region Director and Program Supervisor upon completion of the first two columns. (should be within a month of assignment).
- Instructor Skill Development** - Mentor and IC work together to build skills using the IDP. For an experienced instructor, a minimum of two lesson plans are reviewed and lessons observed. For new instructors, a minimum of three class observations and lesson plans. Lesson plans, lessons, feedback, and discussion are accomplished during pre-observation and post-observation conferences.
- Review Requirements / Assessment** - Mentor and IC should review page 2 of the Mentoring Job Aid, “Protégé Formative Assessment”. All bullets should be covered prior to final evaluation. The content of these bullets are contained in the Mentoring New Instructor guide, along with the Appendices of the Instructor Development Manual, along with a review of the program specific procedures, Education Course registration procedures, Alaska Division P&P fee structure, etc.
- Final Evaluation Request** - Mentor and IC decide IC is ready to certify. Mentor requests a final evaluation by an Instructor Trainer (IT) from Program Supervisor when IDP has been completed and IC is ready for exam.
- Final Evaluation** - Program Supervisor assigns an Instructor Trainer (IT), who performs an evaluation. Mentor should be present during evaluation, with a hard copy of the IDP. The IT will review the IDP, interview the IC and evaluate a minimum of one lesson, including lesson plan review. The IT will complete an Instructor Observation and IT Sign-Off Form.
- Follow up** - If successful, results are reported to Patrol Representative, Program Supervisor and Region Director, then passed to NSP. If unsuccessful, mentor and IC continue to work together until another evaluation is scheduled.

Documents Required for the Mentor, IC and IT:

- NSP Guide to Mentoring New Instructors
- Textbook and Instructors Manual for specific program discipline
- Instructor Application Form
- Alaska Division Individual Development Plan (IDP)
- Mentoring Job Aid
- Course Completion Record
- NSP Feedback Form
- Release Form
- Six-pack Planning form
- Alaska Division Policies and Procedures
- Instructor Development Instructor Guide Appendix B – NSP Course Documentation
- Instructor Development Instructor Guide Appendix G – Mentoring Guidelines
- Instructor Observation and IT Sign-Off Form.