



District Mentoring Plan: Program Evaluation Process

RESOURCE 12: Sample Needs Assessment Questionnaire for Novice Teachers

Part A. Please choose the response for each item that most closely indicates your level of need for assistance in the area described.

Possible responses:

- A. Little or no need** for assistance in this area
- B. Some need** for assistance in this area
- C. Moderate need** for assistance in this area
- D. High need** for assistance in this area
- E. Very high need** for assistance in this area

- 1. Finding out what is expected of me as a teacher
- 2. Communicating with the principal
- 3. Communicating with other teachers
- 4. Communicating with parents
- 5. Organizing and managing my classroom
- 6. Maintaining student discipline
- 7. Obtaining instructional resources and materials
- 8. Planning for instruction
- 9. Managing my time and work
- 10. Diagnosing student needs
- 11. Evaluating student progress
- 12. Motivating students
- 13. Assisting students with special needs
- 14. Dealing with individual differences among students
- 15. Understanding the curriculum
- 16. Completing administrative paperwork
- 17. Using a variety of teaching methods
- 18. Facilitating group discussions
- 19. Grouping for effective instruction
- 20. Administering standardized achievement tests
- 21. Understanding the school system's teacher evaluation process
- 22. Understanding my legal rights and responsibilities as a teacher
- 23. Dealing with stress
- 24. Dealing with union-related issues
- 25. Becoming aware of special services provided by the school district

Part B. Please respond to the following items.

- 26. List any professional needs you have that are not addressed by the preceding items.

- 27. What additional types of support should the school district provide to you and to other novice teachers?

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District Mentoring Plan: Program Evaluation Process

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RESOURCE 13: Sample Needs Assessment Questionnaire for Mentors

Part A. Please choose the response for each item that most closely indicates your level of need for assistance in the area described.

Possible responses:

- F. Little or no need** for assistance in this area
- G. Some need** for assistance in this area
- H. Moderate need** for assistance in this area
- I. High need** for assistance in this area
- J. Very high need** for assistance in this area

- 1. Learning more about what is expected of me as a mentor
- 2. Collecting classroom observation data
- 3. Diagnosing needs of my novice teacher
- 4. Interpersonal skills
- 5. Assisting my novice teacher with classroom management
- 6. Helping my novice teacher develop a variety of effective teaching strategies
- 7. Using principles of adult learning to facilitate the professional growth of my novice teacher
- 8. Socializing my novice teacher into the school culture
- 9. Helping my novice teacher maintain student discipline
- 10. Helping my novice teacher design a long-range professional development plan
- 11. Finding resources and materials for my novice teacher
- 12. Providing emotional support for my novice teacher
- 13. Co-teaching with my novice teacher
- 14. Managing my time and work
- 15. Problem-solving strategies
- 16. Helping my novice teacher motivate students
- 17. Helping my novice teacher diagnose student needs
- 18. Helping my novice teacher deal with individual differences among students
- 19. Helping my novice teacher evaluate student progress
- 20. Engaging in expert coaching of my novice teacher

Part B. Please respond to the following items.

- 21. List any needs that you have as a mentor that are not addressed by the preceding items.

- 22. What additional types of support should the school district provide to you and to other mentors?

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District Mentoring Plan: Program Evaluation Process

RESOURCE 14: Sample Novice Teacher Questionnaire



We would like to gather some information from you that will help us improve our mentoring program. Responses of novice teachers and mentors will be shared with you in the form of aggregated data.

Please read each question carefully. Respond by checking “yes” or “no” or by writing your answer in the space provided. Return your completed questionnaire to...

1. If you were going to mentor a novice teacher, what would you do to build a trusting, professional relationship with him or her?

2. Did you and your mentor find time to meet? yes no
If yes, how did you manage this?

3. In a typical week, how many times did you meet with your mentor? _____ times

4. Did you meet at (please check all that apply):

a specified time as needed other (please specify): _____

5. How many times did you observe your mentor in a typical month? _____ times

6. How many times did you observe other faculty members teaching in a typical month?

_____ times

7. How many times did your mentor observe you in a typical month? _____ times

8. Did you discuss these observations? yes no. If yes, how did you find the time?

9. Did you conduct an action research project in your classroom this year? yes no.
If yes, please describe.



District Mentoring Plan: Program Evaluation Process

RESOURCE 14 (continued)

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Open-ended Questions

1. The biggest challenge that I had this year was...

2. During this first year, I wish I had known...

3. One problem that I could not handle was...

4. One benefit of having a mentor was...

5. The most important thing I learned from my mentor was...

6. If I was a mentor and I had a novice teacher, I would be sure to...

7. If I were to design a mentor training program, I would emphasize...

Thank you for your assistance.

Source: Adapted from *Mentoring: A Resource and Training Guide for Educators* (4-29--4-33), by A. Newton, K. Bergstrom, N. Brennan, K. Dunne, C. Gilbert, N. Ibarguen, M. Perez-Selles, & E. Thomas, 1994, Andover, MA: The Regional Laboratory for Educational Improvement. Used with permission.



District Mentoring Plan: Program Evaluation Process

RESOURCE 15: Sample Mentor Questionnaire



We would like to gather some information from you that will help us improve our mentoring program. Your responses, in the form of aggregated data, will be shared with you and your colleagues.

Please read each question carefully. Respond by checking “yes” or “no” or by writing your answer in the space provided. Return your completed questionnaire to...

My Role as a Mentor and the Support Received from Others

1. How many years have you been a mentor? ____ years

2. What individuals, activities, or readings were most helpful in enabling you to understand your role as a mentor?
 - Individuals: _____
 - Activities: _____
 - Readings: _____

3. What other activities did/might assist you in gaining this understanding?

4. What kinds of administrative support were most valuable in helping you to fulfill your role?

5. Which types of administrative support were not as valuable?

6. How many times did you observe your novice teacher? ____ times

7. How many times did your novice teacher observe you in a typical month? ____ times

8. To your knowledge, how many times did your novice teacher observe other faculty members teaching in a typical month? ____ times

9. What other resources did you guide your novice teacher to use?



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RESOURCE 15 (continued)

10. Please describe any strategies you employ to find time to meet with your novice teacher.

11. Please describe any strategies you believe the district should employ to facilitate finding time with your novice teacher.

12. Please describe any strategies you use that are effective in building a collegial relationship with your novice teacher.

Open-ended Questions

13. One real benefit of being a mentor was...

14. The biggest challenge that I had this year as a mentor was...

15. As a mentor, I wish I had known...

16. If I were to give advice to a new mentor, it would be...

17. The most important thing I learned from my novice teacher was...

18. One problem that my novice teacher had that I could not handle was...

19. If I were to design a mentor training program, I would emphasize...

Thank you for your assistance.

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