

Academic Coach Duties Checklist

Student name: _____ English teacher: _____

Semester: 1 2

Duties: Below is a list of duties to complete as academic coach. While it seems like a lot, most of them will take just a few minutes.

	Keep log of meetings with student (make copies from your handbook)
	Fill out and sign the Academic Coach Agreement form
	Verify mentor with phone call to mentor and references
	Check Mentor Log (twice, see dates on pacing guide)
	Check Product Reflections (twice, see dates on pacing guide)
	Check Thank you note to the Mentor
	Check to see if student Self Evaluation is done
	Grade portfolio using state rubric and return by date on pacing guide
	Listen to presentation (speech) and give feedback

Thanks for all of your time and hard work!!