

**Greenbush Teacher / School Specialist Mentor Program
YEAR 2**

We ask that our Year 2 mentors have discussions around the following checklists. As you are going over the monthly checklist, have the mentees reflect from last year to this year. What worked or how are you doing that different?

Activity #1 (AUGUST): General Information

If your district doesn't have you fill out a check list, please use this form, otherwise use the form from your district.

Many of the following topics will be covered by administrators, secretaries, the faculty handbook, and additional contract mentoring days for new teachers to the district before all others begin their school year; however, please go over each point to make sure that they have been thoroughly explained. Upon completion, the mentor and the mentee **need to sign** at the bottom of the page to confirm that this information has been covered.

The First Day:

- Classroom rules, regulations and guidelines
- Procedures and routines ---share yours & others
 - Textbook checkout
 - Technology checkout
 - Hall passes (Planners)
 - Restroom
 - Library
 - Classrooms
 - Sign-out/sign-in procedures
- 1st Days' Activities - share yours & others
- Seating charts
- Playground rules
- Brief information on background of each student in class

Classroom and Organization:

- Room Set-Up - seating arrangement, bulletin boards, etc.
- Locating Class Rosters
- Help organize time---encourage use of daily planner to keep track of meetings, events, etc

Discipline:

- Discipline Procedure – (Code of Conduct)
- Managing Student Behavior – Classroom management strategies/procedures/forms

- _____ Parent Communication
- _____ Establish Parent Contact Logs (phone, e-mail, letters)
- _____ Positive notes home and positive phone calls – “Catch them being good!”
- _____ Detentions

School Improvement:

- _____ PLC Organization (Schedule, Expectations, Student Activities, etc.)
- _____ Professional Development Goals
- _____ Instructional Strategies
- _____ Assessments
- _____ Homework Policy

Curriculum:

- _____ Locating and using aligned Curriculum
- _____ Textbooks and Resources (Available and Required)
- _____ Help prepare lesson plans for the first 3 days
- _____ Provide relevant “early activity” for students as they enter the classroom (posted on board)
- _____ Assist in setting up Substitute Folder, if not already done

Emergency Procedures:

- _____ Fire drill; tornado drill; emergency procedures
- _____ Go over floor plans

Upcoming Events:

- _____ Back to School Picnic _____ Open House _____ Back to school dance
- _____ Other?

Mentee's signature

Mentor's signature

Date

**Greenbush Teacher / School Specialist Mentor Program
Activity #2 (August/September)**

Please check off each item as they are discussed. Upon completion, the mentor and the mentee **need to sign** at the bottom of the page to confirm that this information has been covered.

Meetings/Committees:

- Leadership Team Meeting
- Faculty Meetings
- Literacy Team Meetings
- Board of Education Meetings
- Site Council Meetings
- PDC Meetings
- SIT (Student Improvement Team)
- District PLC Meetings
- IEP Meetings (Procedures, etc.)

Teacher Evaluation Process:

- Overall view of Evaluation Process
- Help mentee with plans for first formal observation from principal

Student Assessment:

- Be aware of students with special health concerns (a list will be provided by school nurse)
- Grade book, grading system
- If not already done, help record grades
- Address alternative assessments, rubrics, other evaluations of student performance - work on collecting portfolio or folders of student work for parent conferences
- Calls, texts, emails and notes going home – positives and concerns - how to approach parents
- Assessment Information

Student Academic Progress:

- Special student/class concerns - Help problem-solve solutions to challenges, possibly check student cumulative records
- Help complete Progress Reports
- Student Improvement referral process

SPED:

- IEP's and SPED communication & procedures
- Address accommodating and modifying tests and assignments in all classrooms. (SPED)
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- Confidentiality

Workshops:

- PDP Toolbox and forms

Upcoming Events: Progress Reports Due

_____ Parent contacts

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Mentor's signature

Date

Please check off each item as they are discussed and turn the completed checklist. Upon completion, the mentor and the mentee **need to sign** at the bottom of the page to confirm that this information has been covered.

INSTRUCTIONAL PLANNING:

- How are classes going? Do you have enough for them to do? Map out the rest of the 9 weeks. Include all of the interruptions that you anticipate (assemblies, building activities, Homecoming)
- How are lesson plans working?
- Assessment Data
- SMART Goals
- Essential Learnings
- Tested Indicators
- Schedule observations of your mentor (at least 2 this semester.)
- Schedule times for your mentor to observe you teaching
- Schedule a meeting with your administrator and mentor for the fall semester.

STUDENT PROGRESS:

- Address alternative assessments, rubrics, other evaluations of student performance- work on collecting portfolio or folders of student work for parent conferences
- Progress Reports: E-mail, hard copies, phone calls, etc.
- Calls, texts and notes going home – positives and concerns - how to approach parents

UPCOMING EVENTS:

- Progress Reports Due by.....
- Upcoming important school activities (ex. - homecoming parade)

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Mentor's signature

Date

Greenbush Teacher / School Specialist Mentor Program
Activity #4 (OCTOBER)

Please check off each item as they are discussed. Upon completion, the mentor and the mentee **need to sign** at the bottom of the page to confirm that this information has been covered.

INSTRUCTIONAL PLANNING:

- _____ Discuss classroom adaptations for special students; brainstorm ways to structure the class to accommodate learning styles and student differences.

- _____ Continue to share ideas and problem solve on planning, instruction, classroom management, and student-management issues

STUDENT PROGRESS:

- _____ Monitor communication with parents, preparing for conferences and 1st quarter grades

- _____ Work together preparing for conferences – thoroughly go through the process - share techniques, set a positive tone
- _____ Help with SIS (Student Information System) and preparing grades for 1st quarter. Make sure mentee has help to complete grades.

OTHER:

- _____ Help with PDC forms - complete for first quarter

- _____ Help with 1st Formal Observation (planning and questions)

SPED:

- _____ Address accommodating and modifying tests and assignments in all classrooms.

- _____ Start preparation & planning for local tests (for those grades affected)

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Mentor's signature

Date

**Greenbush Teacher / School Specialist Mentor Program
Activity #5 (OCTOBER/NOVEMBER)**

Please check off each item as they are discussed. Upon completion, the mentor and the mentee **need to sign** at the bottom of the page to confirm that this information has been covered.

SUGGESTED TOPICS OF DISCUSSION:

_____ Discuss, evaluate 1st quarter – successes, grades, challenges, concerns for the rest of the semester

_____ Help with Student Information System and preparing grades for 2nd quarter. Make sure mentee has help to complete grades.

_____ Continue to share ideas and problem solve on planning, instruction, classroom management, and student-management issues. (SMART Goals, data, instructional strategies)

_____ 1st Formal Observation

_____ **Upcoming Events?**

_____ Final prep for P/T conferences – thoroughly go through the process - share techniques, set a positive tone, share tips on dealing with difficult parents

_____ Reflect on conference experiences

_____ Plan for last weeks of semester – special events, holidays, what to cover, final assessment

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Mentor's signature

Date

Greenbush Teacher / School Specialist Mentor Program
Activity #6 (JANUARY)

Please check off each item as they are discussed. Upon completion, the mentor and the mentee **need to sign** at the bottom of the page to confirm that this information has been covered.

SUGGESTED TOPICS OF DISCUSSION:

- _____ Evaluate the successes and weaknesses of first semester
- _____ Set up 3rd Quarter Grade book
- _____ Try making resolutions for changes – brainstorm ideas to improve instruction, classroom environment, planning & preparation, or professional responsibilities
- _____ Challenge each other to try a new or innovative strategy - check on each other
- _____ Mentor Strategy_____ Mentee Strategy_____
- _____ Discuss state testing strategies and schedules (as applicable for those subjects/grades involved)
- _____ What parents do you need to communicate with early and often so there are no surprises at the end of the nine weeks/semester?

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Mentor's signature

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Activity #7 (FEBRUARY-MARCH)

Please check off each item as they are discussed. Upon completion, the mentor and the mentee **need to sign** at the bottom of the page to confirm that this information has been covered.

SUGGESTED TOPICS OF DISCUSSION:

_____ Discuss the climate and culture of your building? What can you personally do to improve the culture and climate?

_____ Discuss your mentor/mentee professional relationship. What can each of you do improve the partnership?

_____ Plan for conferences (February or March).

_____ Progress Reports

_____ Plan out the last 9 weeks – what is most essential
State Assessments
District Assessments
Interventions

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Activity #8 (FEBRUARY-APRIL)

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SUGGESTED TOPICS OF DISCUSSION:

_____ State Assessments-How can I help with the process? If giving the assessment, review all testing procedures,

requirements, preparation and etc. What can others do to support this?

_____ Update PDP toolbox as necessary.

_____ Discuss successes and accomplishments as well as remaining challenges

_____ Discuss your mentor/mentee professional relationship. What can each of you do improve the partnership?

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Mentor's signature

Date

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Activity #9 (APRIL/MAY)

Please check off each item as they are discussed. Upon completion, the mentor and the mentee **need to sign** at the bottom of the page to confirm that this information has been covered.

SUGGESTED TOPICS OF DISCUSSION:

- _____ Communicate with parents, administration, and counselor of any students who are failing or performing poorly in your class. (Document)
- _____ Develop a plan of action for the final weeks of instruction
- _____ Requisition completion process and deadlines.
- _____ Update PDP toolbox
- _____ Review current assessment data and discuss strengths and weaknesses, develop goals for improvement.
- _____ Grades due by
- _____ Review Teacher check out procedures
 - Inventory of classroom
 - Keys
 - Grade books
 - Etc.

******* 2nd YEAR - FILL OUT REQUIRED PAPERWORK AND SIGNATURES FOR LICENSE**

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Mentor's signature

Date