

Greenbush Teacher / School Specialist Mentor Program

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.

Administrative Personnel:

___	Superintendent	_____
___	High School Principal	_____
___	Elem Principal	_____
___	Special Ed. Director	_____
___	Activities Director	_____
___	Curriculum Director	_____

Office Personnel, Functions and Procedures:

___ Central Office Personnel _____ Secretarial Staff - who they are;
who does what?

(stress teacher/secretary relationships: secretaries are invaluable – cultivate friendships)

___ Teacher mail boxes
___ Interschool mail (where, times, process)
___ Fax machines (###-#### High School) (###-#### Middle School) (###-#### Elementary)
___ Laminator (Grade School)
___ Personal mail
___ Requisition forms-Where?, Who?

Faculty and Support Staff:

___ Teachers (Class schedule attached) _____	___ Social Worker(s)
___ Nurse _____	___ Director of Buildings and Grounds
___ Technology Coordinator _____	___ Food Service Director
___ Food Service Personnel _____	___ Transportation Director
___ Counselors _____ (Middle & High School)	_____ (Elementary)

____ Custodians (stress teacher/custodian relationships: custodians are invaluable – cultivate friendships)

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

Daily Routines:

- ____ Bell schedules (1st Day and Regular Daily Schedule attached) - classes, passing, lunch
- ____ Attendance - Taking and submitting (SIS Student Management System)
- ____ Tardies
- ____ Announcements – how do you turn in announcements? When are they given? (HS)
- ____ Hall duty/Recess Duty/Bus Duty/Morning and/or Afternoon Duty
- ____ Routines for hallway behavior, recess, lunch. etc.

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

Leave:

- ___ Substitutes – necessary forms and procedures for obtaining a sub
- ___ Arrival/departure times - what to do if you need to leave early or arrive late
- ___ Leaving building during the school day

Technology:

- ___ E-mail
- ___ Classroom Technology (how to use)
- ___ Recording Grades
- ___ Saving and organizing digital files
- ___ Technology support ...how to request service
- ___ Use of computer labs (if one is available)—How to sign up for use?

Use of Equipment:

- ___ Phones/Cell Phones – how you use – policies for teachers & students / List of room numbers and phone extensions
- ___ Technology in the classroom (teacher and students)
- ___ How to run the copier
- ___ Laminator

Lunch:

- ___ Cafeteria Routine

____ Lunch-Schedule

Facilities:

____ Parking

____ Location of special places: copier, mailboxes, lounge/workroom, restrooms, cafeteria, computer labs, media center, professional library, etc

General:

____ Extra-duty list

____ Location of supplies

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?

Progress Reports:	Friday, September 16	Grades Due 3:40
1st Nine Weeks:	August 18 – October 14	(39 days)
Grades Due:	Friday, October 14	Grades Due 3:40
Progress Reports:	Wednesday, November 18	Grades Due 3:40
2nd Nine Weeks:	October 17 – December 21	(45 days)
Grades Due:	Wednesday, December 21	Grades Due 3:40
Progress Reports:	Wednesday, February 3	Grades Due 3:40
3rd Nine Weeks:	January 3 – March 2	(45 days)
Grades Due	Friday, March 2	Grades Due 3:40
Progress Reports:	Friday, April 13	Grades Due 3:40
4th Nine Weeks	March 5 – May 18th	(49 days)
Sr. Grades:	Thursday, May 9th	Grades Due 3:40
Grades 7 – 11:	Friday, May 18th	Prior to teacher checkout

These are example dates/times.

Please align your important dates to your district calendar.

Mentee's signature

Mentor's signature

Date

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

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)
- _____ Accommodating and modifying tests and assignments in all classrooms. (SPED)
- _____ Confidentiality

Library:

- _____ Library - point out materials/equipment that are available
- _____ Appropriate behavior in library, computer lab, getting to and from - if not done earlier

Computer Labs (if applicable):

- _____ Computer labs – how to sign up, protocol, teacher supervision, student behavior expectations

Maintenance:

- _____ Room work orders

Supplies and Materials:

- _____ Needed supplies/materials - show how to do requisitions, if necessary, at this point

Workshops:

- _____ PDP Toolbox and forms

Transportation:

- _____ Request a vehicle

Field Trips:

- _____ Field Trips - rules/regulations concerning them; forms that need to be completed
- _____ Notify cafeteria in advance if students will not be eating lunch

Upcoming Events: Progress Reports Due

- _____ Parent contacts

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Mentor's signature

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Greenbush Teacher / School Specialist Mentor Program
Activity #3 (SEPTEMBER)

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)

Mentee's signature

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

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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

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Activity #6 (NOVEMBER/DECEMBER)

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SUGGESTED TOPICS OF DISCUSSION:

- Upcoming Events?
- Help complete PDC forms for the semester and update PDP toolbox
- Help with preparing semester exams, if applicable
- Help set up SIS(student information system gradebook) for semester grades – make sure they have tools necessary to average and record grades. Check to see they have everything for successful reporting of grades.
- Make a general plan for second semester, and a specific plan for January
- Find ways to CELEBRATE! You have completed the first semester!
- Discuss state testing strategies and schedules (as applicable for those grades involved)
- Review accommodations and modifications for state testing. (SPED)

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Mentor's signature

Date

Greenbush Teacher / School Specialist Mentor Program
Activity #7 (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?

____ Review SMART Goals and the Nine Instructional Strategies.

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Mentor's signature

Date

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Activity #8 (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

____ Develop a plan for continued parental communication and documentation.

____ Continue discussion of state testing strategies and schedules (if applicable)

____ Plan out the last 9 weeks – what is most essential

State Assessments
District Assessments
Interventions

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Mentor's signature

Date

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Activity #9 (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?

____ End of 3rd Nine Weeks (date and when grades are due)

____ Update PDP toolbox as necessary.

____ Set up 4th Quarter Grade Book

____ Discuss successes and accomplishments as well as remaining challenges

____ 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?

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Mentor's signature

Date

Greenbush Teacher / School Specialist Mentor Program
Activity #10 (APRIL/MAY)

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SUGGESTED TOPICS OF DISCUSSION:

- Communicate with parents, administration, and counselor of any students who are failing or performing poorly in your class. (Document)
- Emphasize classroom management and discuss effective procedures and routines
- Develop a plan of action for the final weeks of instruction
- Requisition completion process and deadlines.
- Update PDP toolbox
- Review Student Schedules for fall, share/coordinate with proper staff (principal, counselor/student improvement or support team, Title, etc.)
- 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.

1ST YEAR AND MENTOR
REGISTER FOR YEAR 2 MENTORING

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

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Mentor's signature

Date