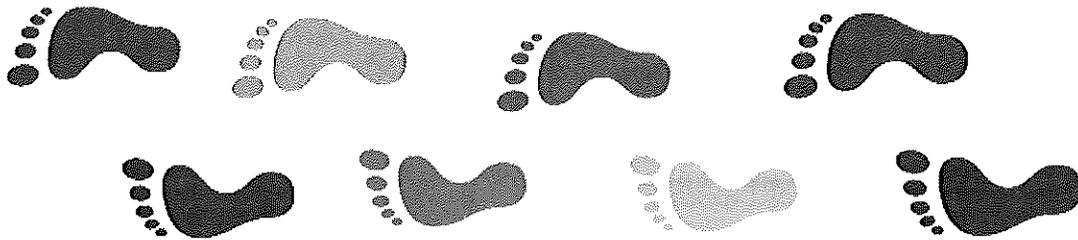


## Mentor/New Teacher Monthly Checklist

Mentoring creates a partnership between two individuals—the mentor and the new teacher. The goal of the mentoring program is to provide support for the new teacher and allow them to have an opportunity to meet with their mentor and discuss/share successes and concerns, and pinpoint areas for improvement. Mentors will experience enhanced leadership skills, renewed growth, and the satisfaction that you made a difference for a beginning teacher in your advice and support. The monthly checklist will provide a beginning dialogue on specific topics for your meetings.

The checklists are used to help the STEPS committee identify common themes that arise that could be addressed through professional development or other resources.



**August Checklist**  
**(Before Student Arrival and First Weeks of School)**

- Attend New Teacher Orientation
- Familiarize new teacher with pacing guides and state standards
- Review Faculty Handbook
- Introduce Site Based Technology Integration Specialists
- Review Emergency Procedures
- Discuss Phone/Intercom Procedures
- Demonstrate use of building equipment
- Establish meeting time with mentor
- Show where Guidance Office/Records are kept
- Bus List/ Bus Duty Expectations
- Review daily tasks of attendance, lunch counts, recess, etc...
- Cafeteria Procedures
- Recess Procedures
- Before School procedures
- Student Arrival and Dismissal Procedures
- Mailbox and E-mail Procedures
- Bathroom Procedures
- Supervisory Expectations
- Lunch Schedules
- Working with a paraprofessional
- Bus Schedule
- Teacher Absence/Contact Person Procedure
- Specific Building Issues
- Plan weekly meetings with New Teacher/record in mentoring log
- Dress code
- Receive IEP and ELL information for appropriate students
- Textbook Check Out Procedures
- Discuss documentation of Professional Development Points
- Address appropriate use of social media

## September Checklist

- Review Lesson Plan Process
- Review Benchmark Process
- P/T Conferences Procedures
- 6 Week Reports
- TLE – Classroom Management
- How to contact parents in PS
- Substitute Procedures
- Professional Goals/PD procedures
- October PD Day
- Follow Up on IEP and ELL Information
- Discipline Protocol
- Reading Sufficiency Assessments
- RSA Plans
- Accelerated Reader
- Discuss the appropriate use of movies and films in instruction
- Schedule a classroom Peer Observation
- Discuss “How are you using your data?”

## October Checklist

- TLE - Professional Growth & Continuous Growth
- October PD Day
- Field Trip Procedures
- ACT/PSAT
- Peer Observation
- Holiday Celebrations policies

### **November Checklist**

- Semester Tests procedures
- Close of semester information
- TLE - Instructional Effectiveness
- 1st TLE Evaluation reflection
- Discuss the need for engaging students during the hectic time between Thanksgiving Break and Christmas Break

### **December Checklist**

- End of semester procedures
- Final Grades procedures
- Semester test schedule
- Prepare for break
- Discuss the importance of recuperation during the break.

### **January Checklist**

- Mid-way check up
- Jan EEA Day
- P/T Conferences
- TLE - Interpersonal Skills
- Peer Observation for 2nd Evaluation
- PDPs
- Address any schedule changes
- Discuss ways to increase parental contact/involvement

## February Checklist

- 100th day
- Writing Test
- Testing
- TLE - Leadership
- Progress Reports
- Pre-Enrollment Timeline
- Schedule a Peer Observation

## March Checklist

- Progress Reports
- Testing
- TLE - Final Evaluation
- Explore professional organizations to become involved in

## April Checklist

- Testing
- Ordering Materials
- Summer PD Opportunities

## May Checklist

- Placement Input
- Discuss Field Day process and activities
- Promotion
- Graduation
- Mentor program Evaluation/Reflection
- Explain End of School Activities
- Explain closing procedures; including teacher check-out
- Report Cards/Final Grades
- Complete Student Files
- Explain Room Closing/Storing Materials
- Last Day of School Procedures
- Plan for next year