

Oklahoma City Public Schools

Lead Mentor/Mentor Program



August Mentor Checklist

Before School Starts	Date	Initial
Introduce yourself to new teachers and explain the mentor program		
Attend New Teacher Orientation		
Professional Development <ul style="list-style-type: none"> District Events How to use My Learning Plan 		
Offer to sit together at the 1 st staff meetings to answer questions		
Complete AUP for Laptop		
Know and document all passwords		
Building Etiquette <ul style="list-style-type: none"> Where do I park? Where do teachers eat lunch? 		
Faculty Handbook – provide and review		
Tour the building <ul style="list-style-type: none"> Copy machines/paper supply (demonstrate use of and troubleshooting) Nurses office Supply room Mailboxes Introduce to other teachers Counselors office Special Education room Library 		
Ask if the teacher needs assistance with room arrangement		
Supplies- stapler, tape, scissors, pencils, sharpener, etc. Remember that this teacher was not present when the supply order were done at the end of last year		
Dress Code		
Textbook checkout		
Smartboard <ul style="list-style-type: none"> Set up and usage Introduce to SmartExchange 		
Grading Policy and Procedures <ul style="list-style-type: none"> District requirements and deadlines Input into Infinite Campus Organizational skills for grading/returning student work Late work procedures/homework 		
Student Records <ul style="list-style-type: none"> Location of student files (guidelines) Location of IEP's and ELL information 		
Procedures <ul style="list-style-type: none"> Emergency (Tornado, Fire, Lockdown) Cafeteria Hallway Bathroom Recess Specials Arrival/Dismissal 		
Schedules/Duties <ul style="list-style-type: none"> Lunchroom Recess Bus/Car 		
Daily Tasks <ul style="list-style-type: none"> Attendance 		

<ul style="list-style-type: none"> Lunch count Receipt book 		
Teacher Absence <ul style="list-style-type: none"> Use of AESOP Who to contact Staff Etiquette - preparing for a substitute or for class split 		
Are you ready to teach? <ul style="list-style-type: none"> Locate and understand the district standards Using your teachers guides and curriculum Writing a lesson plan 		
Are you ready for the 1st weeks of school? <ul style="list-style-type: none"> Read Harry Wong First Days of School Procedures for everything! (bell work, transitions, centers, turning in work, lining up, backpacks and coats, pencils and sharpener, bathroom) Activities prepared for the first days that include procedures, team building and learning! How do my students get home? 		
After School Begins Weeks 1-4		
Check in on lesson planning		
Procedures for checking/responding to email		
Open House <ul style="list-style-type: none"> Getting Parent Information Sign up Parents for class involvement (parties, volunteer, fieldtrips) 		
Check in for any questions or concerns		
District Assessment Calendar		
F&P Word List <ul style="list-style-type: none"> Share online videos Demonstrate how to administer and score 		
Mastery Connect <ul style="list-style-type: none"> Online video tutorial Brief demonstration 		
Set up any online curriculum <ul style="list-style-type: none"> FOSS www.fossweb.com Everyday Math www.everydaymathonline.com Social Studies Weekly www.studiesweekly.com DiscoveryEducation access through Destiny 		
Other		

September Mentor Checklist

	Date	Initial
Discuss TLE and the Marzano Framework		

<ul style="list-style-type: none"> • Discuss professional learning focus • Discuss the benefit of growth mindset and continual teacher growth 		
Encourage teachers to work with Instructional Coach for all Instructional needs		
Ensure that teachers are prepared for Progress Reports		
Learning Goals and Scales		
Proximity and Circulation		
Word Wall		
Anchor Charts		
Parent Teacher Conferences <ul style="list-style-type: none"> • Schedule • Reminder • Prepare student work folders • Sign In Sheet 		
Guided Reading/Balanced Literacy		
High Impact Instructional Toolkit OKCPS webpage		
Assessment Framework and Toolkit OKCPS webpage		
Mastery Connect <ul style="list-style-type: none"> • Setting up trackers • Creating Assessments 		
Data Walls and Student Data Notebooks		
Online Tour <ul style="list-style-type: none"> • Atomic Learning • Educational Technology (ETS) site How to earn PD badges 		
Discuss any struggling students and possible interventions		
Check on grade book and grading organization		
Discuss methods of parent communication		
Discuss RTI process		
Technology – discuss programs or apps to enhance instruction		
Encourage teacher to do peer observations		
Meet for reflective conversation <ul style="list-style-type: none"> • How are your students responding to your lessons? • What is your biggest success so far? • What is causing you the most stress? Listen, Ask Questions that lead teachers to solution, offer advice last!		
Other		

October Mentor Checklist

	Date	Initial
Discuss Observation timelines and what the teacher may expect during the informal and formal observations throughout the year.		
Depth of Knowledge Wheel		
Bloom's Taxonomy		
Larry Bell's power words		
District Fall Break Professional Development Event <ul style="list-style-type: none"> How do I sign up on My Learning Plan? 		
Grouping Strategies		
Engaging Students with Math Centers		
Schedule a time to observe in the teacher's classroom		
Schedule a time for the teacher to sit in on one of your lessons		
Meet to discuss the observations Reflective Questions: What progress have you seen in your student's data? Where do your students have needs? How do you plan to address those needs? How have you grown the most as a teacher?		
Other – Review any topics from beginning of the year		

November Mentor Checklist

	Date	Initial
Review classroom management procedures		
Review gradebook progress and grading		
Remind teacher to plan to attend district Winter Professional Development Event		
Discuss holiday party planning and guidelines		
Set up a time to observe in the teachers classroom		
Invite the teacher to observe in your classroom		
Set up a time to reflect on both observations		
Discuss the phases of a 1 st Year teacher handout		
Discuss procedures for snow days and inside release days		
Review holiday units and activities		
Other		

December Mentor Checklist

	Date	Initial
Assist with preparation of report cards		
Discuss room preparation for winter break		
Review holiday party procedures and expectations		
Discuss the importance of classroom management during this month . Reflect on what Has gone well and what should be re-planned for January.		
Discuss engaging activities to keep students focused through the last weeks prior to the break		
Encourage teacher to attend Winter Professional Development event <ul style="list-style-type: none"> Sign up for courses in My Learning Plan 		
Discuss the importance of personal rest over the break		
Observe in each other's classroom and discuss		
Remind teacher to have a lesson plan ready to go for the 1 st week back in January		
Other		

January Mentor Checklist

	Date	Initial
Review Classroom Management <ul style="list-style-type: none"> Remind that procedures will need to be practiced again. 		
Assist with preparation for Parent Teacher Conferences – remind teacher to set appointments		
Discuss state testing <ul style="list-style-type: none"> Methods of review Methods to relieve stress Celebrating student success Testing buddies/testing pep rally, banners, posters, etc. Room preparation Testing guidelines 		
Discuss successes and challenges from the first semester and ideas for a successful second semester		
Plan for 100 th Day of School - February 1 st , 2017		
Remind teacher to prepare for progress reports		
Other		

February Mentor Checklist

	Date	Initial
Remind teacher to make plans for Valentines Party <ul style="list-style-type: none"> Send home note with either the student's names or # of boys and girls Make valentines boxes or bags or ask students to bring from home Plan food and activities 		
Ensure that teacher is ready for Parent-Teacher Conferences		
Remind teacher of Groundhog Day, Black History Month, President's Day and activities for each.		
Assist teachers in comparing Mastery Connect and F&P data to identify students who need additional support prior to testing		
Set a time to observe in each other's classroom and discuss		
Assist teacher in identifying students for Spring Intersession		
Other		

March Mentor Checklist

	Date	Initial
Review testing schedule, procedures and suggestions for a conducive testing environment		
Review testing accommodations for IEP students		
Remind teacher to choose classes for Spring Intersession Professional Development event		
Discuss lesson plan preparation for 1 st week after Spring break		
Other		

April Mentor Checklist

	Date	Initial
Support your teacher through testing		
Remind teacher to prepare classroom for testing		
Do something nice for your teacher before or during testing		
Work with teacher to begin a supply list for next year		
Discuss field trip procedures		
Discuss planning a student celebration upon completion of testing		
Other		

May Mentor Checklist

	Date	Initial
Assist teacher with student placement for following year		
Assist teacher with EOY report cards		
Remind teacher to begin organizing and cleaning room for EOY		
Assist teacher with EOY Parent Conferences in required grades		
Review phases of a 1 st year teacher - Celebrate the anticipation stage		
Plan EOY student celebration and awards		
Complete Inventory supply and supply order		
Be available for questions regarding room/building check out procedures		
Assist teacher with cumulative folder EOY procedures		
Other		