

Mentor & New PT/OT

Before School - October Checklist

New faculty should review the following checklist during the months of August to October. Use this checklist as a discussion guide, and bring any topics that require explanation/elaboration/clarification to your mentor/mentee meeting. If the new faculty member feels comfortable on any checklist item, simply move on to areas of greater need.

Please contact us if you have questions!

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Topic	Success Criteria
District Account Set Up	<p>I can setup the following accounts:</p> <p>**These accounts are set up during summer New Faculty Orientation - however, if a teacher was hired after orientation or unable to attend these accounts may still need to be set up. Please feel free to contact a New Faculty Instructional Coach to meet and set these up as needed!</p> <p>CLICK HERE FOR AN ACCOUNT SETUP CHEAT SHEET</p> <ul style="list-style-type: none"> <input type="checkbox"/> Infinite Campus Login & Account (email Ray Schurman for support) <input type="checkbox"/> Frontline/Aesop Sub Request System (email Ashley Mix for support) <input type="checkbox"/> ESS Account for Payroll Info (email Krista Scalise for support) <input type="checkbox"/> Professional Development Portal (email Ann Bates for support) <input type="checkbox"/> Gmail/GAFE Login (email the help desk for support)
Regular Check-in: (Check-in on a scheduled basis to address general issues)	<p>How's it going?</p> <ul style="list-style-type: none"> <input type="checkbox"/> Share your concerns, new ideas, experiences, etc. <input type="checkbox"/> How can your mentor help? <input type="checkbox"/> Provide feedback when a mentor/mentee asks for it. <input type="checkbox"/> Look for ways to celebrate success.
School PT Info	<p>I can:</p> <ul style="list-style-type: none"> <input type="checkbox"/> identify and explain the OPI OT/PT Guidelines <input type="checkbox"/> Explain the differences between section 504 vs. IEP <input type="checkbox"/> Location the OT/PT District Webpage
School PT Guidelines	<p>I can:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Explain the differences between Consult vs. Direct <input type="checkbox"/> Define School based PT <input type="checkbox"/> Explain the expectations for attending ERs/IEPs <input type="checkbox"/> Explain the referral process (OT/PT Screener, Permission to Eval signed if necessary, Evaluation, ER, IEP)
Equipment/Materials	<p>I can:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Explain testing protocols <input type="checkbox"/> Location testing kits <input type="checkbox"/> I can explain the process and expectations for documentation <input type="checkbox"/> Equipment

Printing	<p>I can explain the printing options in the building and how best to utilize them.</p> <p>Items to discuss:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Copy machine code <input type="checkbox"/> Building policy for printing <input type="checkbox"/> How to send out a print request <ul style="list-style-type: none"> <input type="checkbox"/> Email or hard copy print request form <input type="checkbox"/> Online Print Request
Infinite Campus	<p>I can:</p> <p>(Infinite Campus Learning Resources)</p> <ul style="list-style-type: none"> <input type="checkbox"/> Explain when/if I need to take attendance and the process for doing so <input type="checkbox"/> Locate Health Plans
Schedule	<ul style="list-style-type: none"> <input type="checkbox"/> I can explain my caseload schedule, etc.
Special Education Information	<p>I can:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Identify and locate to special education staff <input type="checkbox"/> Location accommodation information for all of the students I will serve. <input type="checkbox"/> Explain the expectations for confidentiality of IEP and other student information <input type="checkbox"/> access District Special Ed Department
Voicemail	<ul style="list-style-type: none"> <input type="checkbox"/> I can set up the voicemail on my classroom phone.
Classroom relationships and management	<p>I can:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Identify effective ideas for building a sense of community among students <input type="checkbox"/> Create and implement a successful and inclusive classroom management plan <input type="checkbox"/> Explain the MBI/MTSS procedures & expectations for behavior and academics
Systems	<p>I can:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Create a system to organize my files, notes, etc. <input type="checkbox"/> Layout plans for my First Day/Week <input type="checkbox"/> Create a plan for distribution of materials <input type="checkbox"/> Create a communication plan with building staff for scheduling
Professional Development	<ul style="list-style-type: none"> <input type="checkbox"/> I can find the MCPS Professional Learning Calendar for your subject area(s) and record pertinent dates that will require you to request a substitute. <input type="checkbox"/> I can explain the flex PIR requirements to fulfill the MCPS yearly contract and OPI credit requirements for licensure renewal through the Montana Office of Public Instruction

School Demographics	<input type="checkbox"/> I can explain school boundary and demographics of the school to new teacher
Calendar/ Schedule	<input type="checkbox"/> I can use the MCPS calendars on the website to access information about the following: <ul style="list-style-type: none"> <input type="checkbox"/> Faculty meetings <input type="checkbox"/> PLC meetings <input type="checkbox"/> District PIR/Committee meetings <input type="checkbox"/> IEP meetings <input type="checkbox"/> Technology Checkout (chromebooks etc) <input type="checkbox"/> Other
Support Staff	<input type="checkbox"/> I can identify the following staff in my building: <ul style="list-style-type: none"> <input type="checkbox"/> Counselor <input type="checkbox"/> Special Education <input type="checkbox"/> Paraeducators <input type="checkbox"/> Speech <input type="checkbox"/> Social Workers <input type="checkbox"/> CSCT <input type="checkbox"/> Psychologist <input type="checkbox"/> Nurse <input type="checkbox"/> Library Media Specialist <input type="checkbox"/> Instructional Coaches <input type="checkbox"/> Other
District Technology Accounts/Drives	I can: <ul style="list-style-type: none"> <input type="checkbox"/> Explain the basics of using my Google Drive for storing and sharing documents <input type="checkbox"/> Explain the difference between my personal, staff, and district shared network drives. <input type="checkbox"/> Access District content shared PLC drives <input type="checkbox"/> Access Google Read & Write and have a basic understanding of how it works & can support students using it.
Relationships	I can: <ul style="list-style-type: none"> <input type="checkbox"/> Identify best practice strategies for building teacher/student relationships <input type="checkbox"/> Create a positive parent contact plan <input type="checkbox"/> Create an action plan for parent communication
Professional Goals	I can: <ul style="list-style-type: none"> <input type="checkbox"/> Explain the evaluation process <input type="checkbox"/> New teacher is able to write measurable professional goals based on MCPS Teacher Standards <input type="checkbox"/> Explain the process and expectations for administrator observations

Substitute Information	<input type="checkbox"/> I can prepare for a substitute if I need to be absent <ul style="list-style-type: none"> <input type="checkbox"/> request a substitute/report an absence using Frontline <input type="checkbox"/> Have a sub plan template that works for them ready to go if required <ul style="list-style-type: none"> <input type="checkbox"/> Visit the MCPS New OT/PT webpage for free examples <input type="checkbox"/> emergency procedures in sub folder <input type="checkbox"/> Print current schedule and expectations for time absent
Emergency Procedures	<input type="checkbox"/> I can explain the emergency procedures for my building and classroom. (fire drill, various types of lockdown etc.)
Field Trips	I can: <ul style="list-style-type: none"> <input type="checkbox"/> Explain field trip procedures <input type="checkbox"/> Explain and locate field trip permission slips <input type="checkbox"/> Explain the process for having volunteers work with students
Other	<input type="checkbox"/> Plan a day & time for mentee observe mentor in action by the end of November <ul style="list-style-type: none"> <input type="checkbox"/> Please reach out to instructional coaches for support on this process <input type="checkbox"/> What else do you need right now?