

Mentor & New PT/OT

January-March Checklist

New faculty should review the following checklist during the months of January-March. 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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Task	Goal/Description of Task
Regular Check-in: (Check-in on a scheduled basis to address general issues)	How's it going? ☐ Share your concerns, new ideas, experiences, etc. ☐ How can your mentor help? ☐ Provide feedback when mentor/mentee asks for it. ☐ Look for ways to celebrate success.
Mid-Point Reflection	☐ I can share success stories and failures to learn from together ☐ Plan a day & time for mentor to observe mentee in action OR to set up a learning walk to another PT/OT's space to visit together by the end of March ☐ Please reach out to instructional coaches for support on this process
Review Screening Process	I can: ☐ Identify questions I have on the screening process ☐ Get clarifications on screening process as needed ☐ Identify if there are any changes needed
Professional Reading	☐ I can read a journal or publication that is pertinent to me (maybe mentor can share one as wanted/needed) ☐ I can create a professional reading list of books and articles that interest me
Try Something New	I can: ☐ Identify strategies for fostering a Growth Mindset and being a lifelong learner ☐ Identify (new) best practices to continually work to improve my teaching practices (below are some ideas to get you started) ☐ Ex: Rearrange room, expand repertoire, try new protocol, etc ☐ Contact an instructional coach to go on a Learning Walk or complete video analysis/coaching cycle ☐ Contact an Instructional Coach - click here for details on the MCPS Coaching Framework that includes details on various

	professional learning options and compensation ☐ Ensure I will complete all 12 flex PIR hours to fulfill your MCPS contract
Professional Goals Check in	I can: ☐ Reflect on how well I'm working towards accomplishing my professional goals and take identify next steps as needed ☐ Discuss preparation for upcoming administrator observations
Other	☐ Review safety procedures and protocols for fire drills, lock down drills etc. ☐ Watch for information about the Arena Hiring Process to come out, including optional non-tenured work sessions with guest speakers from Human Resources who will provide additional information on deadlines, the application process, and interviewing ☐ What else do you need?