

Mentor & New Counselor

November-December Checklist

New faculty should review the following checklist during the months of November and December. 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 Regular Check-in: (Check-in on a scheduled basis to address general issues)	Success Criteria: I can reflect and discuss how things are going with my mentor. ☐ 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.
Professional Goals Check In	I can: ☐ Explain how progress towards meeting my professional goals is going ☐ Identify the process for any upcoming administrator observations ☐ Identify the flex PIR requirements to fulfill the MCPS yearly contract and OPI credit requirements for licensure renewal through the Montana Office of Public Instruction
Parent/Teacher Conferences	I can: ☐ Explain my role during conferences ☐ Identify and distribute any data that will be given to families at conferences
Upcoming Schedules & Transitions	I can: ☐ Explain the process for second semester scheduling (if applicable) ☐ Explain the process for semester finals scheduling 9if applicable) ☐ Explain the process for creating a master schedule for next school year

	☐ Explain the process for transitions for next school year (5th grade, 8th grade, high school graduation)
Curriculum & Classroom Management	☐ I can reflect on and discuss with my mentor how my classroom management and curriculum delivery are going so far, including the following: ☐ Parent contact procedures ☐ Data collection/documentation ☐ Student relationships
Organization	☐ I can reflect on and discuss with my mentor how my organizational practices in the classroom and other systems are working. ☐ What areas would you like to improve? ☐ What is working well?
Other:	What else do you need?