

MENTOR/MENTEE CHECKLIST

Mentor: _____

Mentee: _____

August Orientation/Workshop Day

- | | |
|---|--|
| ☐ Share backgrounds and personal interests | ☐ Assist in creating Google calendar to contain applicable district information |
| ☐ Establish/schedule meeting times | ☐ Review Handbooks & Emergency procedures |
| ☐ Familiarize mentee with district calendar | ☐ Discuss telephone procedures for voicemail |
| ☐ Discuss preferred methods of communication (call, email, stop-in...) | |

Building

- | | |
|---|--|
| ☐ Introduce teacher to staff | ☐ Give tour of building & ensure they have proper keys, fobs, etc. |
| ☐ Assist in creating voicemail message (Check if this has been updated and is ready) | ☐ Discuss lunchtime procedures |
| ☐ Demonstrate use of building equipment | ☐ Show where cumulative files are kept and how to access (Elementary) |
| ☐ Show how to obtain general supplies | |

Classroom

- | | |
|---|--|
| ☐ Support with room preparation | ☐ Share information for grades, parent communication, etc. |
| ☐ Discuss supervisory duties/procedures | ☐ Explain Open House procedures |
| ☐ Assist with schedule, expectations, & assist with planning for the first week activities for the first day with students | ☐ Assist with setting up JMC Gradebook |
| | ☐ Review daily tasks of attendance, lunch count, recess, etc. |

September

- ☐ Meet with mentee **two times** this month
- ☐ **Check in with mentee during the first week of school**
- ☐ Discuss importance of student behavior documentation, process, forms
- ☐ Acquaint new teacher with Special Education--process, forms, etc.
- ☐ Discuss planning for diverse student levels and needs
- ☐ Encourage mentee to continue classroom management strategies reflecting on his/her teaching experience
- ☐ Explain importance of accurate record keeping (JMC--attendance, grades)
- ☐ Discuss homework policy, late work, make-up & record keeping
- ☐ Discuss student assessment & progress report
- ☐ FAST Benchmark Testing
- ☐ Share lesson plans & other related schedules/activities (field trip procedures)
- ☐ Acquaint new teacher with cumulative results, medical information, etc.
- ☐ Review services offered: social worker, records, test results, psychologist, and referral process
- ☐ Acquaint new teacher with Collaborative Learning Team (CLT), RTI Process/Data Meetings, PBIS Team or Leader in Me Program
- ☐ Acquaint new teacher with forms for Teacher Evaluation on TeachPoint (Pre and Post Observation)
- ☐ Review and answer technology questions--JMC, Aesop, Benchmark Universe, Think Central, PLTW site, Teachpoint, etc
- ☐ Complete PLTW (Project Lead the Way) Modules for access to PLTW site (Elementary)
- ☐ Help create Sub Plans
- ☐ Other_____

October

- ☐ Meet with Mentee **two times** this month
- ☐ Review organizational & record keeping skills
- ☐ Discuss procedures for parent-teacher conferences
- ☐ Address concerns of classroom management & discipline
- ☐ Share information & process for staff development opportunities
- ☐ Discuss goal setting with IPDP and revisit form on TeachPoint
- ☐ Assist new teacher with process in preparing for the first reporting period on JMC
- ☐ Review items from the beginning of the mentoring program
- ☐ Other _____

November

- ☐ Meet with Mentee **two times** this month
- ☐ Advise new teacher of special events (concert supervision, etc) delayed starts & snow day procedures
- ☐ Discuss assessment techniques and record keeping skills
- ☐ Reflect on areas for growth
- ☐ Stress Management
- ☐ Share success stories & celebrate!
- ☐ Answer any questions about Teacher evaluation process
- ☐ Revisit IPDP goals, strategies and actions on TeachPoint
- ☐ Review Blended Learning Plans and procedures
- ☐ Other _____

December

- ☐ Meet with Mentee **once** this month
- ☐ Discuss end of semester procedures
- ☐ Discuss different learning styles
- ☐ Check in on classroom management and discipline procedures
- ☐ Revisit IPDP goals, strategies and actions on TeachPoint
- ☐ Discuss new teacher probationary policy and answer any questions
- ☐ Discuss school procedures regarding holiday activities
- ☐ Preparing students for the holiday break
- ☐ Other _____

January

- ☐ Meet with Mentee **once** this month
- ☐ Encourage mentee to continue to reflect on his/her teaching practices
- ☐ Discuss MCA Testing Procedures
- ☐ Review IPDP Goals. Update goals, strategies and actions on TeachPoint
- ☐ Encourage trying new things
- ☐ Review policies on discipline
- ☐ Set up calendar for 2nd semester
- ☐ Prepare for semester grading/report cards on JMC
- ☐ Celebrate Successes!
- ☐ Other _____

February

- ☐ Meet with Mentee **once** this month
- ☐ Encourage mentee to contact parents in preparation for parent/teacher conferences
- ☐ Review grading practices, late work, protocol and other management policies
- ☐ Revisit IPDP goals, strategies and actions on TeachPoint
- ☐ Discuss upcoming MCA testing protocol
- ☐ Encourage mentee to try new things
- ☐ Review planning procedures for field trips
- ☐ Other_____

March

- ☐ Meet with Mentee **once** this month
- ☐ Give suggestions for keeping momentum & interest at the end of the year for students
- ☐ Discuss final plans for MCA testing and go over schedules
- ☐ Revisit IPDP goals, strategies and actions on TeachPoint
- ☐ Continue to monitor lesson plans
- ☐ Discuss Summer School protocol
- ☐ Review organization and record keeping skills
- ☐ Revisit grading/report cards on JMC
- ☐ Other_____

April

- ☐ Meet with Mentee **once** this month
- ☐ Continue to answer questions
- ☐ Review End of Year testing protocol
- ☐ Begin to discuss end of year procedures
- ☐ Discuss process for registration(MS)
- ☐ Revisit IPDP goals, strategies and actions on TeachPoint
- ☐ Share information about placement input (elementary)
- ☐ Encourage mentee to be reflective on teaching and classroom management
- ☐ FAST Testing (Fastbridge.org)
- ☐ Summer School Recommendation Process
- ☐ Discuss Ordering Procedures (Smarter system)
- ☐ Other_____

May

- ☐ Meet with Mentee **once** this month
- ☐ Complete Mentor/Mentee Program Survey (Mid-May)
- ☐ Prepare for report cards on JMC
- ☐ Update and reflect on IPDP goals (Teachpoint)
- ☐ Explain End of Year/Check Out Procedures
- ☐ Explain “Last Day” Procedures
- ☐ Explain how to complete student files
- ☐ Explain Room Closing Process
- ☐ Review & reflect on the year, talk and prepare for next school year
- ☐ Other_____