

Mentor & School Psychologist “Before School Year” 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	I can setup the following accounts: **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! CLICK HERE FOR AN ACCOUNT SETUP CHEAT SHEET ☐ Infinite Campus Login & Account (email Ray Schurman for support) ☐ Frontline/Aesop Sub Request System (email Ashley Mix for support) ☐ ESS Account for Payroll Info (email Krista Scalise for support) ☐ District Webpage (email Tracy Long for Support) ☐ Professional Development Portal (email Ann Bates for support) ☐ Gmail/GAFE Login (email the help desk for support)
Office set up	☐ I can set up my office space in a functional and efficient way ☐ Location for standardized testing ☐ social skills curriculum ☐ SPED files in locked file cabinet ☐ working files
Materials	☐ I can explain the process for the District Library checkout system ☐ Review what tests are available for check out ☐ Protocols location and request ☐ Autism library Other: ☐ I can review informal and formal assessment tools ☐ I can review Observation/Screen permission form ☐ OT/PT ☐ Autism ☐ General Observation/Screening form (often used for ADHD)

Printing	I can explain the printing options in the building and how best to utilize them. Items to discuss: ☐ Copy machine code ☐ Building policy for printing ☐ How to send out a print request ☐ Physical process & email ☐ Google Form Print Request
Infinite Campus Attendance/ Class Roster Information -- building-wide info	☐ I can access and use Infinite campus to: ☐ finding student schedules ☐ check for attendance ☐ Identify the entry date of students ☐ Find grades ☐ Locate student contact information for parents/guardians ☐ Identify school(s) attended in district
Emergency Protocols	☐ I can explain the process for various emergency protocols in my building(s) ☐ Fire ☐ Earthquake ☐ Lockdown ☐ Active Resistance ☐ Training required if school psych a member on the Crisis Team ☐ Emergency Phone Tree ☐ Role of school psych on the Crisis Team
Schedule	☐ I can plan for my first week of school ☐ Strategies for scheduling buildings and duties ☐ Reviewing files ☐ Consulting with all sped case managers ☐ Considering what re-evaluations may be necessary ☐ Determining work schedule (what days at which schools) and when team meetings will be held weekly and monthly (KidTalk/SIT, grade-level meetings, Tier 2, and Tier 3, staff meetings, and school meetings)
Calendar/ Schedule	☐ I can use the MCPS calendars on the website to access information about the following: ☐ Faculty meetings ☐ PLC meetings ☐ District PIR/Committee meetings ☐ IEP meetings ☐ Technology Checkout (chromebooks etc)

	☐ Other
Special Education Team	I can: ☐ Make sure my schedule overlaps with speech and language pathologist and I get to know them ASAP ☐ Find out about PLC/braided team meetings- SPED PLC (Professional Learning Community) ☐ Find out process for SIT team/Kid Talk ☐ Find out process for new files in building- how they are shared and routed ☐ Find out who else is on my student's team (ie. SPED teacher, OT, PT, CSCT, etc.) ☐ Find out which students have FBA/BIPs ☐ Review the role and responsibilities of other specialists in the district
Voicemail	☐ I can set up the voicemail on my classroom phone.
Evaluations	I can: ☐ explain how the district handles sped re-evaluations ☐ Explain how the district handles at-risk students
Behavior management	I can: ☐ Explain how to access behavior plans ☐ Consultation with administration, school counselors, CSCT, sped, etc about how to support with FBA/BIPs and behavior planning
Building relationships	I can: ☐ Identify effective easy to foster relationships within your building ☐ Identify strategies to effectively build student relationships ☐ Create a positive parent contact plan ☐ Implement an action plan for parent communication ☐ Identify ways to be visible and available in the building
Support Staff	☐ I can identify the following staff in my building: ☐ Counselor ☐ Special Education ☐ Paraeducators ☐ Speech ☐ Social Workers ☐ CSCT ☐ Psychologist ☐ Nurse ☐ Library Media Specialist ☐ Instructional Coaches

Systems	I can: ☐ Create systems to keep myself organized ☐ organize my schedule in an efficient and manageable way ☐ track time on a comp log for meetings I'm required to attend outside of regular contract hours
District Technology Accounts/Drives	I can: ☐ Explain the basics of using my Google Drive for storing and sharing documents ☐ Explain the difference between my personal, staff, and district shared network drives. ☐ Access District content shared PLC drives ☐ Access Google Read & Write and have a basic understanding of how it works & can support students using it.
Professional Development	I can: ☐ Identify building programs and needed training ☐ Register for the fall School Psych convention and/or fall MFPE Educators Conference ☐ Identify and register for autism-related trainings that are applicable to my position ☐ Identify building programs and needed trainings to attend on the Professional Development (PD) Portal ☐ explain the flex PIR requirements to fulfill the MCPS yearly contract ☐ Explain the MT OPI credit requirements for licensure renewal through the Montana Office of Public Instruction
Professional Goals	I can: ☐ Explain the evaluation process ☐ New teacher is able to write measurable professional goals based on MCPS Teacher Standards ☐ Link to Goals Form-- make a copy ☐ Explain the process and expectations for administrator observations
Useful Forms	☐ I can locate needed forms that are on the district website - ☐ Comp forms ☐ Review how to complete -- use comp time or submit in May to be added to sick leave ☐ Travel forms -- MCPS Mileage Chart and Record of Mileage Form ☐ These need to be completed MONTHLY and submitted right after the 1st of each month
Other	☐ Plan a day & time for mentee observe mentor in action by the end of November

	☐ Please reach out to instructional coaches for support on this process ☐ What else do you need right now?
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