



November 2023

**Special Education Mentor
Checklist**

Important November Dates End of Q1 - 11/3 Grades & Comments due - 11/8 Fall Conferences - 11/20 & 11/21 Thanksgiving Break, no school - 11/22 - 11/24	Useful Links New Teacher Handbook EdDoc Special Education Users Manual AOE Special Education Resources
--	---

Mentor Program Goals

1. To integrate new teachers into the culture of the school, the district, and the community.
2. To provide ongoing instructional and interpersonal support to new teachers.
3. To support new teachers through challenges common to entering the profession, changing schools and/or roles.
4. To develop the knowledge, skills, attitudes, and values vital to a culture of continuous improvement, reflection, collegiality, and professionalism.
5. To improve student learning outcomes.
6. To retain highly qualified teachers.

Guidance for Mentors

- ☐ Progress Reports
 - ☐ Share ideas around Progress Monitoring and what you use
 - ☐ How to imbed it in your schedule
 - ☐ Make progress monitoring part of your regular work/what you do
 - ☐ This way, you're not scrambling at the last minute to collect data
 - ☐ Connect it to EdDoc
- ☐ Help your mentee prepare for the Fall Conferences.
 - ☐ [Family Conferences Best Practices](#)
 - ☐ [Guidelines for working with Liaisons](#)
 - ☐ What to expect as a Special Educator

- ☐ Make a plan to have your mentor partner observe you. Discuss what they might be looking for in the observation, and what feedback you are looking for.

This could be teaching or a meeting (i.e. an IEP Meeting)

- ☐ What specifically would your mentee like to observe?
 - ☐ IEP Meeting?
 - ☐ Working in a classroom setting?
 - ☐ Small group setting?
- ☐ What is the purpose of observing this specific thing?
 - ☐ What do you hope to learn from this?

“Physical self-care and well-being are foundational for many other habits. When your body is cared for, you’re better able to deal with emotions. Resilient people have a healthy self-perception, are committed to taking care of themselves, and accept themselves more or less as they are.”

Elena Aguilar