

Monthly Mentor/Mentee Checklist

Date	Mentor	Mentee	August
			Find classroom supplies
			Get textbook, teacher materials, course of study and standards
			Support mentee in using computer systems
			Introduce mentee to all staff
			Highlight the important information in staff handbook
			Highlight the important information in school procedures. (sick day procedures, school delays, etc.)
			Help mentee arrange his/her room
			Discuss Schedule Pick-up Night
			Share your effective classroom routines and procedures
			Help mentee with lesson planning
			Review daily tasks (taking attendance, duties, passes, etc.)
			Show where equipment, copier, and cumulative files are kept and how to access them (copy codes will be generated by Tech. Dept.)
			Share any systems that work for you (organizing gradebook, keeping track of homework, tracking tardiness, etc.)
			Share information about legal liabilities associated with teaching #ABConduct. ODE
			Discuss LPDC and complete an Individual Professional Development Plan in Powerschool Professional Learning (this should be done during orientation)
			Review emergency procedures, fire, tornado, intruder, lockdown, etc. (might vary in satellite programs)
			Review lab safety requirements for students and staff
			Stress that confidentiality exists between you and the mentee, as well as the confidentiality of student records and student information (FERPA)
			Reiterate that the mentor/mentee conversations will never be part of the evaluation process
			Discuss district calendar(s), shared Outlook calendars (for DACC), and start personal or classroom calendar. Help mentee come up with a system to implement and use throughout year
			Discuss school mail, email, phone messages, etc. Should check DACC Outlook email daily – main form of communication for the district; Verify email settings are accurate (signature / away message/ etc.) and voicemail is set up; Join School Remind Account (Text this message: "@daccs" to this number: 81010)
			Review school forms (sick days, personal days, professional days, maintenance requests, etc.). Most forms located on SharePoint
			Discuss visitor procedures

			Review use of IEP's and 504 plans for students and online access; Read IEP-at-a-glances in Powerschool (prior to start of school); Meet with VoSEs to learn about new incoming students with disabilities (prior to start of school)
			Discuss the importance of maintaining a positive attitude with students, co-workers and parents
			Discuss classroom security
			Review budget information and how to order materials
			Explain AESOP to new staff
			Get a Staff Parking Permit from the High School Office's Administrative Assistant
			Assist mentee with getting Guest Instructor Notebook ready
			Discuss mentee concerns
Date	Mentor	Mentee	September
			Share your instructional planning tools and/or curriculum maps (Performance Plus) with your mentee
			Discuss https://www.ohioes.com/login and how to create a self-assessment and professional growth plan and prepare for formal evaluations; assist mentee in choosing a HQSD instrument for their evaluation
			Continue to help mentee with his/her lesson plans
			Establish meeting/interaction times with mentees
			Discuss the importance of documenting each student's work (and the kind of information to include in the Powerschool gradebook so that students and their parents know how they are doing)
			Discuss positive parent contacts, parent's participation, and note the appreciation for help
			Assist the beginning teacher with record keeping
			Discuss makeup-work
			Ask your mentee how his/her classroom management strategies are working
			Check on how beginning teacher is keeping up with grading, evaluating, recording data, and pacing curriculum
			Discuss district policy regarding field trips
			Discuss CTSOs, CTSO student registration, and Program Fundraising process and requirements
			Instruct teacher on how to prepare records for interim grading period.
			Help mentee prepare for parent-teacher conferences
			Help mentee prepare Calamity Day Lessons in Canvas

			Help mentee prepare for Fall Advisory Board meeting
			Discuss mentee's concerns
			If applicable: discuss van certification process, Lab Accreditation process (AT, COS, FST)
Date	Mentor	Mentee	October
			Instruct teacher on how to prepare records for end-of-grading period
			Discuss student Competency List expectations
			Prepare mentee for evaluation (OTES or other)
			Review mentee's organizational and record keeping skills
			Discuss professional development and remote instruction day schedules, processes and activities
			Assist in prepping for Fall Advisory Dinner
			Share information for professional development opportunities
			Discuss contents of the DACCEA Negotiated Agreement
			If applicable: discuss equipment requests and fiscal processes (Purchase Orders, Budgets, etc.)
			Assist in completing special education progress monitoring
			Assist with planning/prepping for Sophomore Visit Days
			Discuss mentee's concerns
Date	Mentor	Mentee	November
			Share success stories
			Continue to discuss classroom management, organizational skills, and record-keeping
			Discuss highs and lows
			Discuss tuition reimbursement forms and deadline requirements
			Make sure mentee is ready for Sophomore Visit Days
			Discuss Open House responsibilities
			Discuss mentee's concerns
Date	Mentor	Mentee	December

			Make plans for your mentee to observe one of your lessons (talk to Supervisor to arrange sub coverage if necessary)
			Make plans to observe your mentee (talk to Supervisor to arrange sub coverage if necessary)
			Review Open House procedures and follow-up suggestions
			Discuss the positive aspects of teaching and reflect on areas of growth
			Continue to discuss classroom management, organizational skills, and record-keeping
			Review and prep for CTSO competition season
			Discuss stress management after 1 st semester (additional support needed?)
			Discuss mentee's concerns, reflect on 1 st semester
Date	Mentor	Mentee	January
			Review policies and issues that relate to retention and failure of students
			Assist mentee in completing special education progress monitoring
			Encourage beginning teachers to continue to reflect on their teaching experience
			Encourage beginning teachers to try new and innovative strategies if having issues in the classroom
			Encourage mentee to continue to make positive parent contacts
			Review and assist in prepping for upcoming budget requests (textbooks/curriculum and technology)
			Review and prep for CTSO competition season
			Discuss Quality Program Review process and assist in prepping
			Discuss mentee's concerns
Date	Mentor	Mentee	February
			Discuss professional development opportunities, tuition reimbursement, etc.
			Review procedures for field trips, safety, etc.
			Discuss and assist in prepping for job shadowing experiences (Career Exploration Day) and mock interviews
			Discuss mentee's concerns
Date	Mentor	Mentee	March
			Discuss ordering of necessary items for next school year (budgets, new technology, etc.)

			Give suggestions for keeping momentum and interest at the end of the year for students and teachers
			Reflect on the importance of self-care
			Review curriculum and end-of-year pacing
			Discuss Acceptance Celebration and Completion Ceremony
			Discuss mentee's concerns
Date	Mentor	Mentee	April
			Review proper procedures for end-of-the-year deadline, check-out list
			Encourage mentee to think ahead to next year
			Discuss mentee concerns
Date	Mentor	Mentee	May
			Review plans for end of year activities/awards
			Give suggestions for keeping momentum and interest at the end of the year for students and teachers
			Get feedback from your mentee on his or her perceptions of the program
			Discuss final grading period records
			Discuss the importance of turning in all administrative forms on time (end of year check-out list)
			Reflect upon strengths and weaknesses for year-end wrap up of mentor-mentee experience
			Discuss procedure for cleaning/storing materials for summer
			Discuss mentee's concerns

Please note the following:

- Checklist to be completed the first week each month if possible. Please note – some items are time sensitive and need addressed early.
- Mentor and Mentee should cover and sign-off on each item after monthly meetings.
- If additional resources or information is needed to complete an item or address a question or concern – please contact the Director of HR.