Connect Mentor & New Teacher January-March Checklist

New Connect faculty should review the following checklist during the months of January-March. 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
Regular Check-in: (Check-in on a scheduled basis to address general issues)	How's it going? 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.
Semester Grades	I can: Explain procedures at the end of the grading period If teaching a semester class, explain the procedure for entering Semester Grades.
Other Testing (if too early for this year's schedule it's also on the next checklist starting in April)	I can: ☐ Explain the procedures and process for any upcoming spring standardized testing (ACT, SAT, IB, etc.) ☐ I can identify ways to help testing run smoothly ☐ I can identify ways to help get students prepared for the test
Mid-Point Reflection	 □ I can share success stories and failures to learn from together □ Plan a day & time for mentor to go on a learning walk and observe mentee's classroom OR to set up a learning walk to another classroom to visit together by the end of March □ Please reach out to instructional coaches for support on this process and so classroom coverage can be offered if a sub is not available to cover.
Classroom Management	 □ I can reflect on my classroom management practices and revamp them as needed: □ What practices are working well? □ Are there practices you want/need to adjust? □ Are there new practices, norms or expectations you want/need to implement for the second half of the year?
Professional Reading	☐ I can read a journal or publication that is pertinent to me

	(maybe mentor can share one as wanted/needed) ☐ I can create a professional reading list of books and articles that interest me
Try Something New	I can: ☐ Identify strategies for fostering a Growth Mindset and being a lifelong learner ☐ Identify (new) best practices to continually work to improve my teaching practices (below are some ideas to get you started) ☐ Ex: expand repertoire, try new protocol, etc ☐ Contact an instructional coach to go on a Learning ☐ Walk or complete video analysis/coaching cycle ☐ Contact an Instructional Coach - click here for details on the ☐ MCPS Coaching Framework that includes details on various professional learning options and compensation ☐ Ensure I will complete all 12 flex PIR hours to fulfill your MCPS contract
Spring Parent Teacher Conferences (if applicable to your grade & subject)	I can: ☐ Get information on what conferences I need to schedule yourself for students on your caseload ☐ Get information on conferences I should attend with other classroom teachers for students on my caseload
Professional Goals Check in	I can: ☐ Reflect on how well I'm working towards accomplishing my professional goals and take identify next steps as needed ☐ Discuss preparation for upcoming administrator observations
Other	 □ Watch for information about the Arena Hiring Process to come out, including optional non-tenured work sessions with guest speakers from Human Resources who will provide additional information on deadlines, the application process, and interviewing □ What else do you need?