

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!

Brandy Thrasher O'Neill (blthrasher@mcpsmt.org) & Kacie Laslovich (klaslovich@mcpsmt.org)

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?