

Mentor & New K-5 Specialist Teacher

“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)
District Technology Accounts/Drives	I can: ☐ explain the basics of using my Google Drive for storing and sharing documents ☐ use and understand the difference between my personal, staff, and district shared network drives. ☐ access all needed District PLC drives for my content area(s)
School Demographics	☐ I can identify the school boundary and demographics of the school
Classroom Set Up Walk	☐ I can set up my classroom in an effective and efficient way for teaching and learning (Consider walking through several classrooms of master teachers in the building with your mentor and discuss what you notice about how they have their room set up and discuss areas of interest) ☐ Desk/table set up ☐ Bulletin Board ideas ☐ Supply placement ☐ Workshop areas ☐ Student seating for all of your sections (consider providing blank seating chart to classroom teachers in advance of your first meeting with their class, asking for their help to assign students seating)

Materials	I can: ☐ Identify the materials necessary for the 7 grade levels I will be teaching. ☐ Locate the needed materials for the classes I will be teaching.
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	I can: (Infinite Campus Learning Resources) ☐ Print class roster and other reports ☐ Create a seating chart using Infinite Campus. ☐ Find IEP information on students
Calendar/ Schedule	I can: ☐ find the MCPS calendars on the website and identify important dates related to my role. (PIR days, end of grading periods etc.) ☐ Find and use the building calendar to access information about the following: ☐ Faculty meetings ☐ PLC meetings ☐ District PIR/Committee meetings ☐ IEP meetings ☐ Reserve technology (chrome carts etc) ☐ Other
Schedule	☐ I can explain my daily teaching schedule, etc. (subjects, PLC/Team meetings, personal prep etc.)
Support Staff	☐ I can identify and locate support staff. ☐ Counselor ☐ Special Education ☐ Paraeducators ☐ Speech ☐ Social Workers ☐ CSCT ☐ Psychologist ☐ Nurse ☐ Library Media Specialist ☐ Instructional Coaches

	☐ Other
Special Education Information	I can: ☐ Identify and locate special education staff ☐ Find the accommodation information for all of the students I will serve. ☐ Explain the expectations for confidentiality of IEP and other student information ☐ Explain the expectations for working with support staff in my classroom (paras, etc.)
English Language Learner (ELL) Information	I can: ☐ Identify and locate ELL teachers and/or tutors ☐ Locate ELL test scores (WIDA etc) and other pertinent educational information for ELL students I will serve ☐ access ELL department and translation services available in the district
Voicemail	☐ I can set up the voicemail on my classroom phone.
Classroom relationships and management	I can: ☐ Identify effective ideas for building a sense of community among students ☐ Create and implement a successful and inclusive classroom management plan ☐ Explain the MBI/MTSS procedures & expectations for behavior and academics
Systems	I can: ☐ Create a way to organize my learning targets to look ahead to my trimester reporting duties ☐ Create a system for catching up students who missed previous classes ☐ Layout plans for my First Day/Week ☐ Create a plan for distribution of materials ☐ Create a plan to store student work from one class meeting to the next for each of your sections
Priority Standards	☐ I can find and bookmark my priority standards using the MCPS Curriculum Website
Professional Development	☐ I can find the MCPS Professional Learning Calendar for your subject area(s) and record pertinent dates that will require you to request a substitute. ☐ I can explain the flex PIR requirements to fulfill the MCPS yearly contract and OPI credit requirements for licensure renewal through the Montana Office of Public Instruction

Relationships	I can: ☐ Identify effective ways to build teacher/student relationships ☐ Create and implement a positive parent contact plan ☐ Explain my action plan for parent communication ☐ Have a plan for redirecting student behavior if needed (fix-it ticket, recess check-in, etc.)
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
Substitute Information	I can: ☐ Request a substitute using Frontline ☐ Create/use a sub plan template that has all the necessary details to set my sub and students up for success in my absence ☐ Visit the MCPS New Teacher webpage for free sub plan examples ☐ Explain the emergency procedures for my building and make sure there is a copy in my sub folder ☐ print current rosters & seating charts from Infinite Campus to include in the sub folder.
Grades	I can: ☐ Check with my Specialist's team to determine protocols at my school or schools for writing trimester reports
Emergency Procedures	☐ I can explain the emergency procedures for my building and classroom. (fire drill, various types of lockdown etc.) ☐ I have rosters for each of my sections in my emergency binder
Field Trips	I can: ☐ Look at school calendars to determine when classes are going on field trips and will miss specials
End of Grading Period Procedures	I can: ☐ Collaborating with my Specialist's team, have my trimester reports done in time to distribute with student report cards
Parent/Teacher Conferences (Week of November 9th)	☐ I can prepare for parent teacher conferences. ☐ Identify at least 18 students you'd like to reach out to for positive parent contact ☐ Meet with your specialist team to reduce overlap of students receiving positive parent contact, and

	determine a consistent method of sharing info (postcards, phone calls, etc.) ☐ Easy hack - print out one set of mailing labels for each classroom for the entire school, then share this set of labels amongst the specialist team. This will help spread out positive contact to as many students as possible, and be an easy way to know if someone received a postcard in the fall when it comes time to send them out in the spring with the goal of reaching as many students as possible.
Other	☐ What else do you need right now?