

Mentor & New Teacher

November-December Checklist

New faculty should review the following checklist during the months of November-December. 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.
End of Grading Period Procedures (If Applicable)	I can: ☐ Post grades for report cards/grading periods
Professional Goals Check In	I can: ☐ Explain how progress towards meeting my professional goals is going ☐ Prepare for administrator observations if they have not already happened
Parent/Teacher Conferences (Week of November 9th)	☐ I can prepare for parent teacher conferences. ☐ Schedule and Format ☐ Who to invite (Counselors, admin, etc) ☐ Data to distribute & understand ☐ Positive Feedback ☐ I can reflect on parent teacher conferences. ☐ Feedback ☐ Successes/Challenges ☐ Ideas for Spring Conferences
Classroom Management	☐ I can implement a positive and successful classroom management plan ☐ How's it going? ☐ Parent contact procedures ☐ Data collection/documentation ☐ Student relationships

MAST Testing	I can: MCPS MAST Website and MAST One Pager ☐ Identify the MAST testing windows for the school year ☐ Log in and understand how to proctor the MAST testlets ☐ Collaborate with SpEd teachers to plan for testing accommodations for students on my rosters
MBI/MTSS Expectations	☐ I can implement the building MTSS practices with consistency
Organization	☐ I can implement organizational practices (handing in work, routines, etc) in the classroom ☐ What areas would the new teacher like to improve? ☐ What is working?
Differentiating Instruction	I can: ☐ Implement differentiation best practices based on student data/needs ☐ Have open and frequent discussions with my team of teachers on how we can collaborate to offer tier 1 and 2 instruction and interventions
Special Schedules/Events	I can: ☐ Identify holiday/assembly/alternative schedules that occur more frequently at this time of year. ☐ If applicable, explain final exam schedules, procedures, and expectations. (mainly at a high school level)
Other	☐ Anything else you need right now?