

August/September Checklist for Teacher Mentors

“The dream begins with a teacher who believes in you, who tugs and pushes and leads you to the next plateau, sometimes poking you with a sharp stick called “truth”. ~ Dan Rather

Mentoring is a partnership created to help support new teachers by providing them with a veteran teacher to confidentially discuss topics and to provide guidance. As a mentor, we hope you will find that this experience provides you with great satisfaction by helping a colleague and an opportunity to grow as a teacher leader in the building.

Remember, we all faced our first days in our classroom with excitement, anxiety and feelings of being overwhelmed. Hopefully you had a wonderful mentor who provided the guidance that made those first few years more bearable. If you did not have a mentor, you will surely understand the importance of this position. This will be your chance to pay it forward by sharing your wisdom and experiences to help your mentee. The district’s goal is to have every new teacher realize what a great “team” of teachers he/she has joined in Turner County.

Below you will find a checklist of topics that should be discussed with your mentee through out the months of August and September. Please use these topics as a starting point for discussions. These are not the only concerns or questions your mentee may have so please add to the list as needed.

Topic

- _____ Show location of resources and protocol for attaining supplies (supply closet, copy machines, lab materials, and other teacher resources).
- _____ Share first day/week activities—provide guidance on organizing the first day & first week.
- _____ Established a scheduled time to meet with your mentee for the first semester.
- _____ Take your teacher on a tour of Power Teacher. Make sure s/he understands the grading program and how to set grade weights and input grades.
- _____ Share your ideas regarding homework policy and make-up work policy. Also share classroom management ideas.
- _____ Introduce your mentee to everyone but especially to your team.
- _____ Make sure the technology including all necessary computer programs are working properly. Also make sure all their equipment is in the classroom and in good working order.
- _____ Discuss and/or provide samples of course syllabi, classroom procedures, grading policies, attendance policies, and classroom set up.
- _____ Make sure your mentee understands emergency drill procedures.
- _____ Discuss Special Education students and 504 students and make sure the mentee has all needed information. Also discuss the referral process for special education and/or response to intervention (RTI).

- _____ Discuss protocol for discipline referrals and share PBIS information.
- _____ Discuss Open House procedures and review parent communication ideas.
- _____ Discuss developing a personal goal or professional development plan. This goal or PDP will be set in the mentee's academic department meeting but the mentee should have knowledge of the goal/pdp before that meeting occurs.
- _____ Take your mentee on a tour of EBackpack and show examples of lesson plans.

Comments:

Please give an estimate of how often you met during the months of August and September.

Mentor Signature _____

Date _____

Mentee Signature _____

Date _____

October Checklist for Teacher Mentors

"A teacher affects eternity; he can never tell where his influence stops."

~ Henry Adams

For new teachers, after the anticipation of the first couple of weeks subsides they often reach a phase of survival. The survival phase is often a product of information overload. In the first month or so of teaching there are so many firsts that they often don't know if they are coming or going. So during this month, your mentee will need some extra attention, please take a moment to discuss the following topics and any thing else that may be on your mentee's mind.

Topic

- _____ Check to make sure emergency lesson plans are in place. Encourage the teacher to have enough material for 2-3 days just in case.
- _____ Discuss formal observation(s) or upcoming observations.
- _____ Check again to make sure the teacher has received proper documentation or has access to necessary information for special education students and students with 504s.
- _____ Debrief department, team, and committee meetings. Answer questions about unknown terms or unclear processes.
- _____ Discuss how the classroom management and discipline plans are going. Be ready to give suggestions if needed.
- _____ Discuss any concerns regarding grading and/or how grades will be communicated to parents/guardians. Show your mentee how to override grades on report cards and talk to him/her regarding the lowest grade you might allow on the report card as to leave an opening for a student who might start trying to turn things around after the first report card.
- _____ Discuss parent/teacher contacts. Please share any useful tips to help the mentee.

Comments:

Please give an estimate of how often you met during the month of October.

Mentor Signature _____

Date _____

Mentee Signature _____

Date _____

November/December Checklist for Teacher Mentors

"In order to succeed, we must first believe that we can."

~Nikos Kazantzakis

The months of November and December often bring about a lot of stress in a person's professional and personal lives. Unfortunately for new teachers this is compounded by the fact that the rose colored glasses about their career choice start to fade and they may be growing frustrated because everything did not work out as perfectly as they imagined. Your mentee may feel overwhelmed, mental and physical fatigue may be setting in, and may even question their ability as an educator. In addition to the list below, take some time to share with your mentee times that did not work out as you had planned and some of the strategies you used to get past them. After meeting about the topics below, please take a moment and point out all the wonderful ways your mentee has been successful.

Topic

_____ Discuss how busy both professionally and personally it is between Thanksgiving & Christmas and how to keep the students engaged & productive.

_____ Share "tricks of the trade" to get through the upcoming weeks and preventing burn out.

_____ Discuss concerns/successes of students including grades.

_____ Review students needing accommodations for the Milestone and make sure that the accommodations are being incorporated into daily work.

_____ Talk about the end of semester procedures.

_____ Discuss verifying grades from the first semester. Once again, make sure the semester grade leaves an opening for those students who are late starters.

_____ Start discussing changes your mentee would like to make for 2nd semester.

_____ Make sure your mentee has all necessary materials for new classes s/he teaches second semester. If the mentee's classes do not change, make sure your mentee still has everything needed for all classes.

Comments:

Please give an estimate of how often you met during the months of November and December.

Mentor Signature _____

Date _____

Mentee Signature _____

Date _____

January Checklist for Teacher Mentors

“The person determined to achieve maximum success learns the principle that progress is made one step at a time. A house is built one brick at a time. Football games are won a play at a time. A department store grows bigger one customer at a time. Every big accomplishment is a series of little accomplishments.”

~David Joseph Schwartz

Christmas Break provides everyone a chance to step away from the day to day and get a chance to rejuvenate the spirit. For mentees, this gives a chance to catch their breath and find new promise in the career path they chose. Your mentee will return with new hope now that s/he has completed the first ½ of the school year. Often you will find that your new mentee has emerged from survival mode and is now looking more at long term teaching strategies, becoming more focused on curriculum, and has a sense of being more organized. As your mentee looks to the start of the new semester, your mentee will start reflecting on his/her practices from the first semester and may make adjustments to classroom procedures. Please make sure you discuss the topics below during your mentor/mentee meeting this month.

Topic

- _____ Discuss and/or assist in developing a personal goal and what steps need to happen to achieve the goal.
- _____ Discuss the highs and lows of the first semester and changes your mentee would like to make for the second semester.
- _____ Discuss strategies for working with struggling students.
- _____ Discuss home communications and ideas to strengthen home/school connections. Remember, communication can be to acknowledge something a student is doing right or well, not always as means to correct a behavior or discuss a concern.
- _____ Share any websites or resources that can be used to help prepare students for the upcoming Georgia Milestone.
- _____ Establish times for mentor/mentee meeting for second semester.

Comments:

Please give an estimate of how often you met during the month of January.

Mentor Signature _____

Date _____

Mentee Signature _____

Date _____

February/March Checklist for Teacher Mentors

"One good teacher in a lifetime may sometimes change a delinquent into a solid citizen."

~Philip Wylie

February often brings about a sense of exhaustion from the students and staff. The affects of the winter blahs start sinking in and people are starting to look forward to spring. During this time it is important to check in with your mentee to make sure they are able to keep what they are feeling right now in perspective. One way you can help them is to have them reflect on positive changes they made through out the year. Also point out that they should focus on how much they have learned about being an educator over their short time in this position. This should help them see the big picture instead of the one or more puzzle pieces they are still trying to figure out.

Topic

- _____ Review upcoming district and building activities.
- _____ Discuss learning resources (websites, books, etc.) to suggest to parents when they ask how they can help support their student's learning.
- _____ Discuss upcoming observations and formal observations, walk-throughs, evaluation process, etc.
- _____ Discuss upcoming parent-teacher conferences.
- _____ Review unit pacing and Milestone readiness (practice work in Milestone format).
- _____ Discuss Milestone reviewing procedures.
- _____ Do something to acknowledge your mentee for something wonderful s/he has done or something s/he worked hard to accomplish.

Comments:

Please give an estimate of how often you met during the months of February and March.

Mentor Signature _____

Date _____

Mentee Signature _____

Date _____

April Checklist for Teacher Mentors

"I am not afraid of storms for I am learning how to sail my ship".

~Louisa May Alcott

April brings to the school new challenges for all new teachers. Spring fever starts to set in. Students are spending less time focused on what they can be doing in the classroom and more time thinking about the approaching summer or spring break. Keeping students focused on the task at hand becomes a huge challenge even for the most seasoned veteran. Your mentee may face new frustrations and need to lean on you again at this midpoint in the semester. In your monthly meeting please take time to discuss the topics below and any other topics you or your mentee may find important.

Topic

_____ Discuss continued partnerships with parents through communication.

_____ Plan for both of you to visit another teacher's classroom to observe. After the visit, debrief with your mentee. Inquire what s/he liked, what s/he thought might work well for your mentee's classroom, and other observations made about how the teacher related to the students, classroom management, etc.

_____ Review upcoming district and building events.

_____ Make sure your mentee starts thinking about procedures for next year. Encourage him/her to make notes now so s/he doesn't forget by August.

_____ Discuss strategies for dealing with spring fever and/or senioritis.

_____ Review the goals set by your mentee and if s/he felt he was on track to accomplishing them. Have your mentee start compiling ideas about his/her goals for next year.

Comments:

Please give an estimate of how often you met during the month of April.

Mentor Signature _____

Date _____

Mentee Signature _____

Date _____

May Checklist for Teacher Mentors

"Perseverance is a great element of success. If you only knock long enough and loud enough at the gate, you are sure to wake up somebody."

~Henry Wadsworth Longfellow

The end of the year is quickly approaching with still so much to do. Your mentee is probably feeling a great sense of relief and success for s/he survived the year as a teacher. During this time take a moment to celebrate both your guidance as a mentor and the growth your mentee has made. May is a great time to reflect on what happened over the course of the year and build anticipation for a great year to come. During your final meetings this year with your mentee make sure you also find time to discuss the topics below.

Topic

- _____ Discuss district and building level activities including Prom, Honors' Night, Graduation, etc.
- _____ Explain school traditions for the end of the year.
- _____ Discuss end-of-the-year procedures for last days of school and post-planning.
- _____ Discuss the last quarter grade and overall grade verification.
- _____ Look at next year's calendar.
- _____ Discuss changes, if any, to courses being taught next school year and any necessary preparations.
- _____ **Celebrate the year!**

Comments:

Please give an estimate of how often you met during the month of May.

Mentor Signature _____

Date _____

Mentee Signature _____

Date _____