

**USD 508 Teacher / School Specialist Mentor Program- Year 1**  
**Activity #1 (AUGUST): General Information**

**If your district doesn't have you fill out a check list, please use this form, otherwise use the form from your district.**

Many of the following topics will be covered by administrators, secretaries, and the faculty handbook; however, please go over each point to make sure that they have been thoroughly explained. Upon completion, the mentor and the mentee **need to sign** at the bottom of the page to confirm that this information has been covered.

**Administrative Personnel:**

\_\_\_\_ Superintendent \_\_\_\_\_  
\_\_\_\_ MS/High School Principals \_\_\_\_\_  
\_\_\_\_ Elem Principals \_\_\_\_\_  
\_\_\_\_ Special Ed. Director/Teachers \_\_\_\_\_  
\_\_\_\_ Activities Director \_\_\_\_\_  
\_\_\_\_ Curriculum Director \_\_\_\_\_

**Office Personnel, Functions and Procedures:**

\_\_\_\_ Central Office Personnel \_\_\_\_\_ Secretarial Staff - who they are; who does what?  
**(stress teacher/secretary relationships: secretaries are invaluable – cultivate friendships)**  
\_\_\_\_ Teacher mail boxes  
\_\_\_\_ Interschool mail (where, times, process)  
\_\_\_\_ Fax machines (###-#### High School) (###-#### Middle School) (###-#### Elementary)  
\_\_\_\_ Laminator (Grade School)  
\_\_\_\_ Personal mail  
\_\_\_\_ Requisition forms-Where?, Who?

**Faculty and Support Staff:**

\_\_\_\_ Teachers (Class schedule attached) \_\_\_\_\_ Social Worker(s) \_\_\_\_\_  
\_\_\_\_ Nurse \_\_\_\_\_ Director of Buildings and Grounds \_\_\_\_\_  
\_\_\_\_ Technology Coordinator \_\_\_\_\_ Food Service Director \_\_\_\_\_  
\_\_\_\_ Food Service Personnel \_\_\_\_\_ Transportation Director \_\_\_\_\_  
\_\_\_\_ Counselors \_\_\_\_\_  
\_\_\_\_ (Middle & High School) \_\_\_\_\_ (Elementary)  
\_\_\_\_ Custodians (stress teacher/custodian relationships: custodians are invaluable – cultivate friendships)  
\_\_\_\_

**The First Day:**

\_\_\_\_ Classroom rules, regulations and guidelines  
\_\_\_\_ Procedures and routines ---share yours & others  
• Textbook checkout  
• Technology checkout  
• Hall passes  
• Student Cell Phones  
• Smartwatches

- Restroom
- Library
- Classrooms
- Sign-out/sign-in procedures

\_\_\_\_\_ 1<sup>st</sup> Days' Activities - share yours & others

\_\_\_\_\_ Seating charts

\_\_\_\_\_ Playground/Parking lot rules

### **Daily Routines:**

\_\_\_\_\_ Bell schedules (1<sup>st</sup> Day and Regular Daily Schedule attached) - classes, passing, lunch

\_\_\_\_\_ Attendance - Taking and submitting (SIS Student Management System- Powerschool)

\_\_\_\_\_ Tardies

\_\_\_\_\_ Announcements – how do you turn in announcements? When are they given?

\_\_\_\_\_ Hall duty/Recess Duty/Bus Duty/Morning and/or Afternoon Duty

\_\_\_\_\_ Routines for hallway behavior, recess, lunch. etc.

### **Classroom and Organization:**

\_\_\_\_\_ Room Set-Up - seating arrangement, bulletin boards, etc.

\_\_\_\_\_ Locating Class Rosters

\_\_\_\_\_ Help organize time---encourage use of daily planner to keep track of meetings, events, etc

### **Discipline:**

\_\_\_\_\_ Discipline Procedure – (Code of Conduct)

\_\_\_\_\_ Managing Student Behavior – Classroom management strategies/procedures/forms

\_\_\_\_\_ Parent Communication

\_\_\_\_\_ Establish Parent Contact Logs (phone, e-mail, letters)

\_\_\_\_\_ Positive notes home and positive phone calls – “Catch them being good!”

\_\_\_\_\_ Detentions

### **School Improvement:**

\_\_\_\_\_ Professional Development Goals

\_\_\_\_\_ Instructional Strategies

\_\_\_\_\_ Assessments

\_\_\_\_\_ Homework Policy

### **Curriculum:**

\_\_\_\_\_ Locating and using aligned Curriculum

\_\_\_\_\_ Textbooks and Resources (Available and Required)

\_\_\_\_\_ Help prepare lesson plans for the first 3 days

\_\_\_\_\_ Provide relevant “early activity” for students as they enter the classroom (posted on board)

\_\_\_\_\_ Assist in setting up Substitute Folder, if not already done

### **Leave:**

\_\_\_\_\_ Substitutes – necessary forms and procedures for obtaining a sub

\_\_\_\_\_ Arrival/departure times - what to do if you need to leave early or arrive late

\_\_\_\_\_ Leaving building during the school day

**Technology:**

\_\_\_\_\_ E-mail

\_\_\_\_\_ Classroom Technology (how to use)

\_\_\_\_\_ Recording Grades

\_\_\_\_\_ Saving and organizing digital files

\_\_\_\_\_ Technology support ...how to request service

\_\_\_\_\_ Use of computer labs (if one is available)—How to sign up for use?

**Use of Equipment:**

\_\_\_\_\_ Phones/Cell Phones – how you use – policies for teachers & students / List of room numbers and phone extensions

\_\_\_\_\_ Technology in the classroom (teacher and students)

\_\_\_\_\_ How to run the copier

\_\_\_\_\_ Laminator

**Lunch:**

\_\_\_\_\_ Cafeteria Routine

\_\_\_\_\_ Lunch-Schedule

**Facilities:**

\_\_\_\_\_ Parking

\_\_\_\_\_ Location of special places: copier, mailboxes, lounge/workroom, restrooms, cafeteria, computer labs, media center, professional library, etc

**General:**

\_\_\_\_\_ Extra-duty list

\_\_\_\_\_ Location of supplies

**Emergency Procedures:**

\_\_\_\_\_ Fire drill; tornado drill; emergency procedures

\_\_\_\_\_ Go over floor plans

**Upcoming Events:**

\_\_\_\_\_ Back to School Picnic

\_\_\_\_\_ Open House

\_\_\_\_\_ Back to school dance

\_\_\_\_\_ Other?

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**Teacher / School Specialist Mentor Program**  
**Activity #2 (August/September): General Information**

**Please check off each item as they are discussed.** Upon completion, the mentor and the mentee **need to sign** at the bottom of the page to confirm that this information has been covered.

**Meetings/Committees:**

- ☐ Faculty Meetings
- ☐ Board of Education Meetings
- ☐ Site Council Meetings
- ☐ PDC Meetings
- ☐ SIT (Student Improvement Team)
- ☐ IEP Meetings (Procedures, etc.)

**Teacher Evaluation Process:**

- ☐ Overall view of Evaluation Process
- ☐ Help mentee with plans for first formal observation from principal

**Student Assessment:**

- ☐ Be aware of students with special health concerns (a list will be provided by school nurse)
- ☐ Grade book, grading system
- ☐ If not already done, help record grades
- ☐ Address alternative assessments, rubrics, other evaluations of student performance - work on collecting portfolio or folders of student work for parent conferences
- ☐ Calls, texts, emails and notes going home – positives and concerns - how to approach parents
- ☐ Assessment Information

**Student Academic Progress:**

- ☐ Special student/class concerns - Help problem-solve solutions to challenges, possibly check student cumulative records
- ☐ Help complete Progress Reports
- ☐ Student Improvement referral process

**SPED:**

- ☐ IEP's and SPED communication & procedures
- ☐ Address accommodating and modifying tests and assignments in all classrooms. (SPED)
- ☐ Accommodating and modifying tests and assignments in all classrooms. (SPED)
- ☐ Confidentiality

**Library:**

- ☐ Library - point out materials/equipment that are available
- ☐ Appropriate behavior in library, computer lab, getting to and from - if not done earlier

**Maintenance:**

\_\_\_\_\_ Room work orders

**Supplies and Materials:**

\_\_\_\_\_ Needed supplies/materials - show how to do requisitions, if necessary, at this point

**Workshops:**

\_\_\_\_\_ PDP Toolbox and forms

**Transportation:**

\_\_\_\_\_ Request a vehicle

**Field Trips:**

\_\_\_\_\_ Field Trips - rules/regulations concerning them; forms that need to be completed

\_\_\_\_\_ Notify cafeteria in advance if students will not be eating lunch

**Upcoming Events: Progress Reports Due**

\_\_\_\_\_ Parent contacts

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Date

## Teacher / School Specialist Mentor Program

### Activity #3 (SEPTEMBER)

**Please check off each item as they are discussed and turn the completed checklist.** Upon completion, the mentor and the mentee **need to sign** at the bottom of the page to confirm that this information has been covered.

#### INSTRUCTIONAL PLANNING:

- \_\_\_\_\_ How are classes going? Do you have enough for them to do? Map out the rest of the 9 weeks. Include all of the interruptions that you anticipate (assemblies, building activities, Homecoming)
- \_\_\_\_\_ How are lesson plans working?
- \_\_\_\_\_ Assessment Data
- \_\_\_\_\_ SMART Goals
- \_\_\_\_\_ Schedule observations of your mentor (at least 2 this semester.)
- \_\_\_\_\_ Schedule times for your mentor to observe you teaching
- \_\_\_\_\_ Schedule a meeting with your administrator and mentor for the fall semester.

#### STUDENT PROGRESS:

- \_\_\_\_\_ Address alternative assessments, rubrics, other evaluations of student performance- work on collecting portfolio or folders of student work for parent conferences
- \_\_\_\_\_ Progress Reports: E-mail, hard copies, phone calls, etc.
- \_\_\_\_\_ Calls, texts and notes going home – positives and concerns - how to approach parents

#### UPCOMING EVENTS:

- \_\_\_\_\_ Progress Reports Due by.....?
- \_\_\_\_\_ Upcoming important school activities (ex. - homecoming parade)

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## Teacher / School Specialist Mentor Program

### Activity #4 (OCTOBER)

**Please check off each item as they are discussed.** Upon completion, the mentor and the mentee **need to sign** at the bottom of the page to confirm that this information has been covered.

#### INSTRUCTIONAL PLANNING:

- \_\_\_\_\_ Discuss classroom adaptations for special students; brainstorm ways to structure the class to accommodate learning styles and student differences.
- \_\_\_\_\_ Continue to share ideas and problem solve on planning, instruction, classroom management, and student-management issues

#### STUDENT PROGRESS:

- \_\_\_\_\_ Monitor communication with parents, preparing for conferences and 1<sup>st</sup> quarter grades
- \_\_\_\_\_ Work together preparing for conferences – thoroughly go through the process - share techniques, set a positive tone
- \_\_\_\_\_ Help with SIS (Student Information System) and preparing grades for 1<sup>st</sup> quarter. Make sure mentee has help to complete grades.

#### OTHER:

- \_\_\_\_\_ Help with PDC forms - complete for first quarter
- \_\_\_\_\_ Help with 1st Formal Observation (planning and questions)

#### SPED:

- \_\_\_\_\_ Address accommodating and modifying tests and assignments in all classrooms.
- \_\_\_\_\_ Start preparation & planning for local tests (for those grades affected)

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## Teacher / School Specialist Mentor Program

### Activity #5 (OCTOBER/NOVEMBER)

**Please check off each item as they are discussed.** Upon completion, the mentor and the mentee **need to sign** at the bottom of the page to confirm that this information has been covered.

#### **SUGGESTED TOPICS OF DISCUSSION:**

\_\_\_\_\_ Discuss, evaluate 1<sup>st</sup> quarter – successes, grades, challenges, concerns for the rest of the semester

\_\_\_\_\_ Help with Student Information System and preparing grades for 2<sup>nd</sup> quarter. Make sure mentee has help to complete grades.

\_\_\_\_\_ Continue to share ideas and problem solve on planning, instruction, classroom management, and student-management issues. (SMART Goals, data, instructional strategies)

\_\_\_\_\_ 1st Formal Observation

#### **Upcoming Events?**

\_\_\_\_\_ Final prep for P/T conferences – thoroughly go through the process - share techniques, set a positive tone, share tips on dealing with difficult parents

\_\_\_\_\_ Reflect on conference experiences

\_\_\_\_\_ Plan for last weeks of semester – special events, holidays, what to cover, final assessment

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## Teacher / School Specialist Mentor Program

### Activity #6 (NOVEMBER/DECEMBER)

**Please check off each item as they are discussed.** Upon completion, the mentor and the mentee **need to sign** at the bottom of the page to confirm that this information has been covered.

#### SUGGESTED TOPICS OF DISCUSSION:

- \_\_\_\_\_ Upcoming Events?
- \_\_\_\_\_ Help complete PDC forms for the semester and update PDP toolbox
- \_\_\_\_\_ Help with preparing semester exams, if applicable
- \_\_\_\_\_ Help set up SIS(student information system gradebook) for semester grades – make sure they have tools necessary to average and record grades. Check to see they have everything for successful reporting of grades.
- \_\_\_\_\_ Make a general plan for second semester, and a specific plan for January
- \_\_\_\_\_ Find ways to CELEBRATE! You have completed the first semester!
- \_\_\_\_\_ Discuss state testing strategies and schedules (as applicable for those grades involved)
- \_\_\_\_\_ Review accommodations and modifications for state testing. (SPED)

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## Teacher / School Specialist Mentor Program

### Activity #7 (JANUARY)

**Please check off each item as they are discussed.** Upon completion, the mentor and the mentee **need to sign** at the bottom of the page to confirm that this information has been covered.

#### SUGGESTED TOPICS OF DISCUSSION:

- \_\_\_\_\_ Evaluate the successes and weaknesses of first semester
- \_\_\_\_\_ Set up 3<sup>rd</sup> Quarter Grade book
- \_\_\_\_\_ Try making resolutions for changes – brainstorm ideas to improve instruction, classroom environment, planning & preparation, or professional responsibilities
- \_\_\_\_\_ Challenge each other to try a new or innovative strategy - check on each other
- \_\_\_\_\_ Mentor Strategy\_\_\_\_\_ Mentee Strategy\_\_\_\_\_
- \_\_\_\_\_ Discuss state testing strategies and schedules (as applicable for those subjects/grades involved)
- \_\_\_\_\_ What parents do you need to communicate with early and often so there are no surprises at the end of the nine weeks/semester?
- \_\_\_\_\_ Review SMART Goals and the Nine Instructional Strategies.

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Date

## Teacher / School Specialist Mentor Program

### Activity #8 (FEBRUARY-MARCH)

**Please check off each item as they are discussed.** Upon completion, the mentor and the mentee **need to sign** at the bottom of the page to confirm that this information has been covered.

#### SUGGESTED TOPICS OF DISCUSSION:

- \_\_\_\_\_ Discuss the climate and culture of your building? What can you personally do to improve the culture and climate?
- \_\_\_\_\_ Discuss your mentor/mentee professional relationship. What can each of you do improve the partnership?
- \_\_\_\_\_ Plan for conferences (February or March).
- \_\_\_\_\_ Progress Reports
- \_\_\_\_\_ Develop a plan for continued parental communication and documentation.
  
- \_\_\_\_\_ Continue discussion of state testing strategies and schedules (if applicable)
- \_\_\_\_\_ Plan out the last 9 weeks – what is most essential
  - State Assessments
  - District Assessments
  - Interventions

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## Teacher / School Specialist Mentor Program

### Activity #9 (FEBRUARY-APRIL)

**Please check off each item as they are discussed.** Upon completion, the mentor and the mentee **need to sign** at the bottom of the page to confirm that this information has been covered.

#### SUGGESTED TOPICS OF DISCUSSION:

- \_\_\_\_\_ State Assessments-How can I help with the process? If giving the assessment, review all testing procedures, requirements, preparation and etc. What can others do to support this?
- \_\_\_\_\_ End of 3<sup>rd</sup> Nine Weeks (date and when grades are due)
- \_\_\_\_\_ Update PDP toolbox as necessary.
- \_\_\_\_\_ Set up 4<sup>th</sup> Quarter Grade Book
- \_\_\_\_\_ Discuss successes and accomplishments as well as remaining challenges
- \_\_\_\_\_ Discuss the climate and culture of your building? What can you personally do to improve the culture and climate?
- \_\_\_\_\_ Discuss your mentor/mentee professional relationship. What can each of you do improve the partnership?

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Date

## Teacher / School Specialist Mentor Program

### Activity #10 (APRIL/MAY)

**Please check off each item as they are discussed.** Upon completion, the mentor and the mentee **need to sign** at the bottom of the page to confirm that this information has been covered.

#### **SUGGESTED TOPICS OF DISCUSSION:**

- \_\_\_\_\_ Communicate with parents, administration, and counselor of any students who are failing or performing poorly in your class. (Document)
- \_\_\_\_\_ Emphasize classroom management and discuss effective procedures and routines
- \_\_\_\_\_ Develop a plan of action for the final weeks of instruction
- \_\_\_\_\_ Requisition completion process and deadlines.
- \_\_\_\_\_ Update PDP toolbox
- \_\_\_\_\_ Review Student Schedules for fall, share/coordinate with proper staff (principal, counselor/student improvement or support team, Title, etc.)
- \_\_\_\_\_ Review current assessment data and discuss strengths and weaknesses, develop goals for improvement.
- \_\_\_\_\_ Grades due by
- \_\_\_\_\_ Review Teacher check out procedures
  - Inventory of classroom
  - Keys
  - Grade books
  - Etc.

\_\_\_\_\_ **1ST YEAR AND MENTOR  
REGISTER FOR YEAR 2 MENTORING**

----- **2nd YEAR - FILL OUT REQUIRED PAPERWORK AND SIGNATURES FOR LICENSE**

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Date