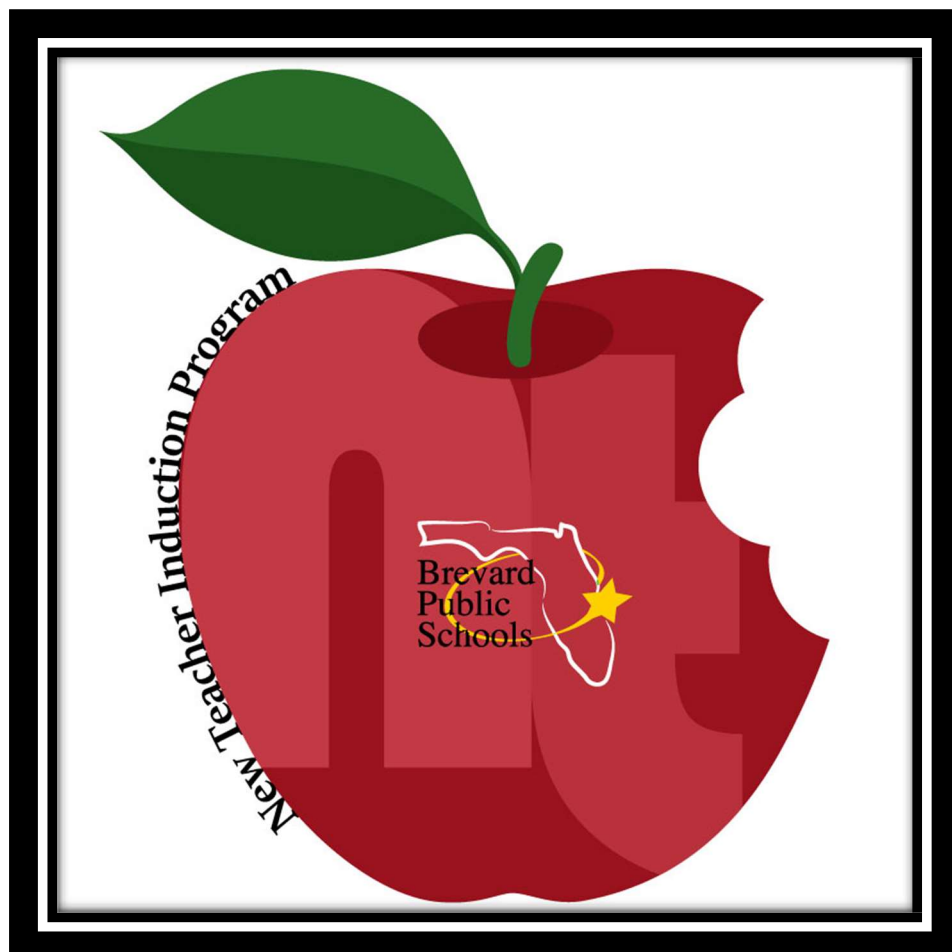


Mentor Monthly Topic Guide

Mentoring Elementary

Teachers 2023-2024




Calendar Suggestions for Mentors

August/September

ACTIVITIES & IDEAS

Meet/welcome new teacher and introduce to the building

- ___ Welcome new teacher
- ___ Have coffee or lunch away from the building
- ___ Take new teacher on tour of building, if needed
- ___ Be a role model
- ___ Share lesson plans, newsletters, etc.
- ___ Discuss school norms, culture of school, celebrations, awards, etc.
- ___ Show where to find supplies, materials etc.
- ___ Explain parking procedure
- ___ Building & District discipline procedures
- ___ Clerical procedures - securing materials and supplies
- ___ Substitutes (Red Rover)/plans
- ___ Copy machine procedures
- ___ Technology needs
- ___ Review curriculum content, pacing guides, and sample lessons
- ___ Find out what trainings are available for new teachers (ESOL if needed)
- ___ Review curriculum content, pacing, and sample lessons



Mentor Contact
Documentation
Requirements:

Professional
Certificate: twice a
month

Temporary
Certificate: weekly

- Explain Frontline
- Discuss grading and Focus
- Maintain student discipline
- Manage classroom instruction
- Identify school policies, procedures
- Discuss homework, make-up work policies
- Remind them to complete all paperwork for district, insurance, etc.
- Explain the induction program and what they need to complete
- Discuss professional dress, if needed
- Discuss maintaining student confidentiality
- Discuss appropriate teacher-to-teacher & teacher-to-parent communication

How to Prepare for...

- Open House
- 504, IEP, ESOL Compliance
- Posting Interims in Focus
- Contact parents regarding student progress

District Technology Applications/Launchpad

- | | |
|---|--|
| <input type="checkbox"/> i-Ready | <input type="checkbox"/> SharePoint |
| <input type="checkbox"/> Focus (Gradebook) | <input type="checkbox"/> Performance Matters |
| <input type="checkbox"/> Focus (Attendance) | <input type="checkbox"/> Email |
| <input type="checkbox"/> Frontline (Orientation) | <input type="checkbox"/> MIC (My Information Center) |
| <input type="checkbox"/> Learning Management Systems (Google Drive/Classroom, Canvas, etc.) | |

District Initiatives:

- ___ Review procedures for any screenings, assessments for students
- ___ Discuss how to plan for your Open House
- ___ Review grading information

October

How to prepare for...

- ___ Prepare for parent conferences
- ___ Posting Report Cards in Focus
- ___ Contact parents/guardians regarding student progress
- ___ Develop PMPs and start IPST process for students with academic/behavior concerns
- ___ Evaluation System
 - ___ Understanding the components of the IPPAS Rubrics
 - ___ Mentee Observation of Highly Effective Teacher
 - ___ Mentor Observation of Mentee
- ___ Self-Evaluation in Frontline
- ___ Review new teacher induction requirements and professional development

November/December

How to prepare for...

- November: Posting grades for interims
- December: Contact parents/guardians regarding student progress
- Posting grades in Focus

January

How to prepare for...

- Evaluation System
- Rubrics
- Mentee Observation of Highly Effective Teacher
- Mentor Observation of Mentee
- Self-Evaluation in Frontline
- Discuss new teacher induction requirements and professional development
- Review curriculum content, pacing, and sample lessons
- Continue monitoring students with PMPs/in IPST Process
- Reestablish and review classroom procedures and routines

February/March

How to prepare for...

- ___ Annual summative evaluation (refer to IPPAS timeline)
- ___ Possible Retentions

April/May

How to prepare for...

- ___ "Spring Fever"
- ___ Evaluation System (final sign-off)
- ___ End of Year Testing
- ___ Classroom clean-up/End of Year Paperwork
- ___ Final grades
- ___ Cums
- ___ Completion of mentor log/final induction documentation
- ___ Celebration of success

