

Mentor Monthly Topic Guide

Mentoring Secondary Teachers

2023-2024




Calendar Suggestions for Mentors

August/September

ACTIVITIES & IDEAS

Meet/welcome new teacher and introduce to the building

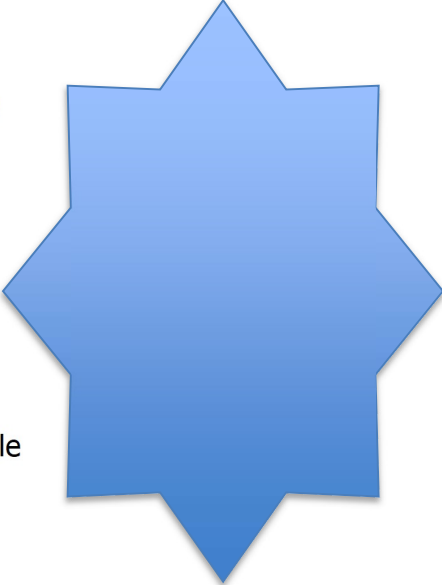
- Welcome new teacher
- Have coffee or lunch away from the building
- Take new teacher on tour of building, if needed
- Introduce new teacher to other staff
- Be a role model
- Share lesson plans, newsletters, syllabus
- Discuss school norms, culture of school
- Show where to find supplies, materials etc.
- Review standard operating procedures
- Explain parking procedure
- Building & District discipline procedures
- Clerical procedures - securing materials and supplies
- Substitutes (Red Rover)
- Prepare for a substitute teacher
- Copy machine procedures
- Technology needs
- Review curriculum content, pacing guides, and sample lessons



Mentor Contact
Documentation
Requirements:

Professional
Certificate: twice a
month

Temporary
Certificate: weekly



- ___ Find out what trainings are available for new teacher (ESOL if needed)
- ___ 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 paper work 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...

- ___ Six Day Count
- ___ Open House
- ___ 504, IEP, ESOL Compliance
- ___ Posting Interims in Focus & contacting parents regarding student progress

District Technology Applications/Launchpad

- | | |
|--|-------------------------|
| ___ Focus (Orientation) | ___ Performance Matters |
| ___ Focus (Attendance) | ___ Email |
| ___ Frontline(Orientation) | ___ MIC |
| ___ 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

October

How to prepare for...

- ___ Prepare for parent conferences
- ___ Posting Report Cards in Focus & contacting parents for student progress
- ___ Evaluation System
 - ___ Understanding the components of the IPPAS Rubrics
 - ___ Mentee Observation of Highly Effective Teacher
 - ___ Mentor Observation of Mentee
- ___ Self-Evaluation in Frontline
- ___ Discuss new teacher induction requirements and professional development

November/December

How to prepare for...

- November: Posting grades for interim & contact parents/guardians for student progress
- Mid term exam study guide
- Mid term exams & exam schedules
- 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
- Reestablish and review classroom procedures and routines

February/March

How to prepare for...

____ Annual summative evaluation (refer to IPPAS timeline)

April/May

How to prepare for...

____ Testing continued

____ "Spring Fever"

____ Evaluation System (final sign-off)

____ Final Exams /EOC's

____ Classroom clean-up/end of year paperwork

____ Final grades/course completion

____ Celebration of success

____ Completion of mentor log/final induction documentation

