

## Mentor's Beginning of Year Checklist

---

Read through the list of possible mentoring actions. Identify the ones that are appropriate for your mentoring work. Note your selections on the "Action to Take" column. Establish a time line for action. After completing action record any next steps that may be necessary.

Personal	Action to Take	Deadline	Next Steps
Contact the new teacher as soon as possible.			
Greet the new teacher on the first day of orientation, escort him/her to meetings, and sit with him/her at those meetings. Quietly explain jargon and references for which he/she may not have background knowledge.			
Introduce new teachers to key personnel in the school.			
Stop by the new teacher's classroom daily to say hello.			
Provide notes of encouragement periodically.			
Celebrate the completion of the first day and week of school.			
Invite him/her to stop by your classroom anytime.			

## Mentor's Beginning of Year Checklist

Professional	Action to Take	Deadline	Next Steps
Explain the induction and mentoring program. Include what a new teacher can expect from you and the new teacher's responsibilities as well.			
Discuss the teacher's handbook. Include discussions on wardrobe, grading expectations, school duties, etc.			
Have the new teacher complete the needs assessment to identify areas of challenge and concern.			
Use the data from the needs assessment to set collaborative goals for the mentoring relationship and professional goals for the year. Revisit these goals monthly.			
Explain the teacher performance evaluation system by going over the process and criteria.			
Help the new teacher prepare for the first observation cycle by completing an informal peer observation and discuss the observation using the performance criteria.			
Assist the mentee with beginning a professional portfolio.			
Keep the new teacher informed of professional learning opportunities.			

## Mentor's Beginning of Year Checklist

---

Professional	Action to Take	Deadline	Next Steps
Discuss rules of etiquette for dealing with peers, parents, or colleagues.			
Be a role model by always speaking professionally about administrative staff, support staff, and other teachers.			

## Mentor's Beginning of Year Checklist

---

<b>Curriculum, Instruction, and Assessment</b>	<b>Action to Take</b>	<b>Deadline</b>	<b>Next Steps</b>
Provide access to standards, common assessments, curriculum maps, pacing guides, textbooks and instructional resources.			
Use the pacing guide to assist with chunking content.			
Assist the new teacher with developing detailed lesson plans and turning them in according to school guidelines.			
Provide an overview of benchmark and standardized testing programs.			
Make sure new teacher can access the standards and frameworks online using the state and district websites.			
Discuss formative assessment and the role of providing growth-producing feedback.			
Assist new teacher with the development of interactive instructional bulletin boards.			

## Mentor's Beginning of Year Checklist

---

<b>Organizational Systems</b>	<b>Action to Take</b>	<b>Deadline</b>	<b>Next Steps</b>
Provide guidance on classroom and behavioral management strategies.			
Explain procedures for attendance, finance, counselor, drills, etc.			
Help new teacher obtain necessary furniture, materials, supplies, etc.			
Coordinate with team leader, department chair, etc. to make sure new teacher has necessary materials.			
Share examples of bus/hall passes, fire drill sheets, referrals, etc.			
Ensure that novice teacher uses a print or online calendar to record important meetings and due dates. Go over district and school calendars.			
Tour the building and step into other classrooms. Discuss room arrangements, bulletin boards, etc.			
Discuss strategies for organizing paper work, student information, emails, etc.			
Explain the morning and afternoon bus procedures and cafeteria procedures.			
Provide guidance on creating and if possible exemplars of substitute folders.			
Explain Open House procedures and first day of school procedures			

## Mentor's Beginning of Year Checklist

---

Students	Action to Take	Deadline	Next Steps
Discuss student demographics and any recent changes in student population.			
Discuss ways to build a learning community in the classroom.			
Discuss first day procedures and make plans for how the procedures will be communicated to students.			
Provide the new teacher with a calendar of extracurricular events and discuss the importance of attending some of these events.			
Brainstorm strategies for learning student names.			
Discuss the importance of community building activities in the first week of school.			
Go over student performance on previous year's standardized testing.			

## Mentor's Beginning of Year Checklist

---

Colleagues	Action to Take	Deadline	Next Steps
Work with your principal in planning induction activities for the novice teacher. Keep principal informed about your mentoring activities.			
Introduce new teachers to all appropriate staff members.			
Explain the support services available and provide a list of names of providers at the school and district levels.			
Identify staff members who have expertise in particular areas and who would be willing to help the new teacher.			
Provide the new teacher with a map of the school with staff members' names written on their assigned areas.			
Discuss the relationships and co-teaching with regular or special educators.			

## Mentor's Beginning of Year Checklist

---

School and School System	Action to Take	Deadline	Next Steps
Provide a map of the school and take the new teacher on a building tour.			
Provide a map of the district with important buildings highlighted. If possible, take a tour.			
Identify whom to call for what at the district level. Provide a list of phone numbers and email addresses.			
Explain which resources will and will not be provided.			
Review procedures for evacuations and intruder alerts.			
Explain how RTI, SST, and Special Education referral processes work.			



## Mentor's Beginning of Year Checklist

---

<b>Parents and Community</b>	<b>Action to Take</b>	<b>Deadline</b>	<b>Next Steps</b>
Explain the importance and benefits of early parent contact.			
Discuss ways to establish positive partnerships with parents.			
Have the new teacher listen to some of your parent calls.			
Discuss the importance of keeping parents informed about curriculum, course content, and important dates throughout the year.			
Share newsletters and other modes of communication you and other teachers have found successful.			
Explain how community resources including the school/business partner and other programs can provide additional support to the school.			
Explain how email, school websites, blog, etc can be used as communication tools.			
Discuss open house procedures and ideas.			

## Mentor's Beginning of Year Checklist

---

Special Education	Action to Take	Deadline	Next Steps
Provide an overview of special education services offered in the school and district.			
Provide clarity of the RTI procedures and documentation.			
Explain the referral process used in the district and school.			
Supply a list of key personnel at the school and district level, their responsibilities, and contact information.			
Explain and provide models of paperwork requirements, procedures, and times lines for evaluations and IEPs.			
Coach the new teacher in the use of the technology and software programs for IEP preparation.			
Explain district policies about aligning IEP goals with district or state learning standards.			
Model preparing an IEP, facilitating an IEP meeting, and documenting progress toward meeting IEP goals.			
Discuss grading procedures and policies for special education students.			
Assist the new teacher with accessing general education materials including standards, frameworks, curriculum maps, student texts, teacher's manuals, etc.			
Explain the process for ordering materials.			
Provide an overview of alternative assessments available for students with special needs.			

## Mentor's Beginning of Year Checklist

---

Special Education	Action to Take	Deadline	Next Steps
Provide an overview of the norms and practices around curricular adaptations, inclusion, and co-teaching.			
Assist new teacher with reviewing his/her caseload and reading IEPs.			
Go over student performance on previous year's standardized testing.			
Review accommodation forms and guide the new teacher in completing the forms.			
Discuss ways to introduce him/herself and students to general education teachers with whom they will be working.			
Provide or assist with preparing a calendar of when IEPs are due.			
Discuss the roles of paraprofessionals, aides, and other related service providers.			