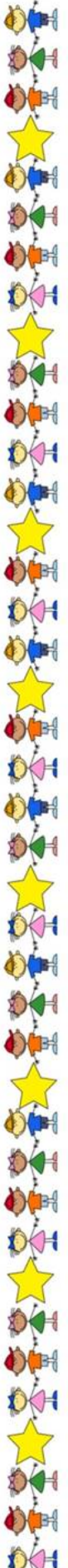




AUGUST



August Checklist for Principals & Supervisors



- _____ Give beginning teacher a tour of building familiarizing them with general layout, parking, administrative offices, special classrooms (gym, music, computer lab, library, speech, special education, etc.), supply rooms, teacher lounge, staff restrooms, mail room, and teacher work areas.
- _____ Introduce staff members, including support staff.
- _____ Orient beginning teacher to building procedures such as, teacher attendance, dress code, lunch procedures, emergency drills, assembly seating, student accidents or emergencies, movement of students, keys for classroom and building.
- _____ Set-up e-mail account for new teacher and explain its use.
- _____ Orient beginning teacher on phone system and guidelines for communication with parents: letters, phone calls, e-mails and personal contacts. Show teacher the district web page and school site web pages.
- _____ Share building and district policies and procedures, including sick leave, personal leave, and other types of leave used in the district and the required paperwork following the leave.
- _____ Discuss lesson plans for substitutes and emergency lesson plans for unexpected or extended absences.
- _____ Discuss required observations and evaluation by administrators.
- _____ Provide teacher with district school calendar and school daily schedule. Discuss times of faculty and team meetings and the plans to collaborate and share with colleagues.
- _____ Orient the beginning teacher to his/her room and help locate text and needed supplies.
- _____ Orient the beginning teacher to daily record keeping procedures of attendance, lunch count, etc.
- _____ Discuss "first day of school" plans, including classroom management plans, room arrangements, orientations materials, etc.

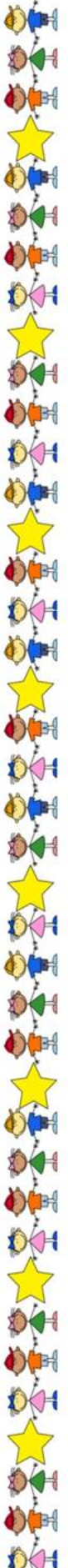




AUGUST



August Checklist for Teacher Mentors



- _____ Establish a scheduled time to meet with your mentee. Review district calendar and school daily schedule.
- _____ Show location of resources (class room supplies, copy machines, lab materials, and other teacher resources).
- _____ Share Open House procedures, planning and materials needed.
- _____ Share first day/week activities—provide guidance on organizing the first day & first week.
- _____ Make sure the teacher understands the grading program, how to email student progress to parents, and input grades.
- _____ Make sure the teacher was supplied with curriculum guides for the courses they teach, teacher editions of books, and ancillary resources for the course.
- _____ Introduce your mentee to other teachers, particularly staff members in their department and close proximity to their room.
- _____ 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 record keeping, and classroom set up and management plans.
- _____ Make sure your mentee understands the evacuation and take cover procedures.
- _____ Share bad weather and school closing procedures.
- _____ Discuss indoor recess activities (elementary only)
- _____ Discuss staff norms such as dress code, lunch, and the social events which occur throughout the year. Discuss classroom holiday parties (elementary only)
- _____ Assist in filling out new employment paperwork.
- _____ Have mentee fill out the Pre-Mentoring Survey. Discuss possible goals for the semester/year. Discuss with mentee the Individualized Development Plan (IDP) for year.
- _____ Give the beginning teacher an overview of the parameter of the mentoring relationships and hand out the Mentor/Mentee Documentation Log and Mentee Professional Journal..
- _____ Hand out the First Day of School Checklist and Back to School Routines and Procedures and discuss with mentee.

