



Slater Elementary School

2019-2020

Teacher Mentoring Program

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HCSD #3 MENTOR/MENTEE CHECKLIST

MENTOR PROGRAM INPUT

PRE-CONFERENCE OBJECTIVES

MENTOR/MENTEE OBSERVATION SHEET

MENTOR/MENTEE AGREEMENT OF CONFIDENTIALITY

I understand and will fulfill my responsibilities as outlined in the Henry L. Slater Mentor Program. I hereby agree to keep all conversations and instructional feedback in regard to the mentor/mentee program confidential.

Mentor: _____	Date: _____
Mentee: _____	Date: _____

GROUND RULES

Ground rules for _____ and _____ (mentee) working relationship. Rules apply to both parties.

Open Door Policy: Both of us will make ourselves available to each other. We realize that at times, we may have a quick question, need some advice, or simply want to vent. We agree to make time (planned and spontaneous) for each other to do this.

Humor: We will use humor to make our jobs and time spent together more enjoyable. We are aware that teaching can be stressful and are prepared to do what we can for each other to alleviate some of this stress.

Confidentiality: We will not discuss any information from our meetings with colleagues or friends. WE agree that our relationship is based on TRUST and HONESTY and do not want to violate this. We believe that this will create an environment in which we can self-reflect regularly.

Promptness: Both of us believe that our time, as well as each other's is valuable. We agree to be on time to scheduled meetings and observations. If something comes up unexpectedly, we agree to let each other know as soon as possible.

Comfortable Environment: We will provide a physically and emotionally comfortable environment for each other to meet in. We realize that it is important to feel safe and be respectful of and to each other.



MENTOR/MENTEE CHECKLIST

Orientation

- Attend new teacher orientation
- Provide information about the community (ie:Chamber of Commerce)
- Familiarize mentee with district and building webpage & calendars (Google)
- Review all applicable handbooks and emergency procedures
- SafeSchools
- Safety drills

Building

- Introduce teacher to staff
- Demonstrate use of building equipment
- Show where cumulative files are kept and how to access them
- Discuss office procedures (ie: substitutes/supplies/mailboxes)
- Give a tour of the building, parking areas, confirm entry card & keys

Classroom

- Advise, if needed, with room preparations
- Review RtI (response to intervention) & EasyCBM screeners
- Review time schedule, expectations & activities for the first day with students
- Share organizational systems for grades, homework, parent communications, etc.
- Access student information provided in Synergy
- Establish/log meeting times with new teacher
- Introduce technology systems & resources (helpdesk, casting, passwords, logins, phones)
- Review State Standards
- Review textbooks, manuals & curriculum guides
- Discuss school routines/duties (recess, lunchtime, specials)
- Assist with planning for the first week of school (Health & Schoolwide screenings/recess rodeo)
- Review back to School Night and Open House procedures
- Review daily tasks of attendance, breakfast, lunch count, & bus release
- Discuss organization of parent volunteers in the classroom
- Frontline logins & absences

MENTOR/MENTEE CHECKLIST

To be completed by initial educator

<u>Orientation</u>		
TASK	NOTES	DATE
Attend new teacher orientation		
Provide information about the community (ie: Chamber of Commerce)		
Familiarize mentee with district and building webpage & calendars (Google)		
Review all applicable handbooks and emergency procedures		
SafeSchools		
Safety drills		

<u>Building</u>		
TASK	NOTES	DATE
Introduce teacher to staff		
Demonstrate use of building equipment		
Show where cumulative files are kept and how to access them		
Discuss office procedures (ie:subs/supplies/mailbox)		
Give a tour of the building, parking areas, confirm entry card & keys		
Other:		

<u>Classroom</u>		
TASK	NOTES	DATE
Advise, if needed, with room preparations		
Review Rtl (response to intervention) & EasyCBM screeners		
Review time schedule, expectations & activities for the first day with students		
Share organizational systems for grades, homework, parent communications, etc.		

Access student information provided in Synergy		
Establish/log meeting times with new teacher		
Introduce technology systems & resources (helpdesk, casting, passwords, logins, phones)		
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Assist with planning for the first week of school (Health & Schoolwide screenings/recess rodeo)		
Review back to School Night and Open House procedures		
Review daily tasks of attendance, breakfast, lunch count, & bus release		
Discuss organization of parent volunteers in the classroom		
Frontline logins & absences		
Other:		

SEPTEMBER

- Discuss importance of student behavior documentation (ie: trackers/ discipline referrals)
- Discuss budget procedures & review budget selections
- Prepare new teacher for Principal observation/evaluation
- Review PBIS/Rodeo Checklist
- Discuss student easyCBM, CFA's/mapping, assessment & progress reports
- Explain importance of accurate recordkeeping (gradebook, attendance) planbook
- Explain curriculum, access to the curriculum guides & importance to lesson planning
i.e. Thinkcentral
- Discuss policy for grade level norms (i.e. homework, make-up work & late work,
read@home).
- Discuss supplementary tools, materials, resources, media center & specialists, copy
machine, supplies, & tech tickets
- Share lesson plans & other related schedules/activities (i.e. field trip procedures)
- Help establish a substitute teacher folder
- How to handle religious views

What went well:

Areas to work on:

SEPTEMBER

To be completed by initial educator

TASK	NOTES	DATE
Discuss importance of student behavior documentation (ie trackers/ discipline referrals (DR's))		
Discuss budget procedures & review budget selections		
Prepare new teacher for Principal observation/evaluation		
Review PBIS/Rodeo Checklist		
Discuss student easyCBM, CFA's/mapping, assessment & progress reports		
Explain importance of accurate recordkeeping (gradebook, attendance) planbook		
Explain curriculum, access to the curriculum guides & importance to lesson planning i.e. Thinkcentral		
Discuss policy for grade level norms (i.e. homework, make-up work & late work, read@home).		

Discuss supplementary tools, materials, resources, media center & specialists, copy machine, supplies, & tech tickets		
Share lesson plans & other related schedules/activities (i.e. field trip procedures)		
Help establish a substitute teacher folder		
How to handle religious views		
Other:		

OCTOBER

- Address concerns of classroom management & discipline
- Discuss procedures for student led conferences prior to scheduled dates.
- Discuss standardized exam policies & share sample tests in appropriate grade (i.e. CFA, easyCBM)
- Complete new Faculty Focus & offer feedback
- Review organizational & recordkeeping skills
- Assist the new teacher through the first report cards
- Share information & process for professional development opportunities
- How to handle religious views
- Classroom parties
- Student led conference procedures

What went well:

Areas to work on:

OCTOBER

To be completed by initial educator

TASK	NOTES	DATE
Address concerns of classroom management & discipline		
Discuss procedures for student led conferences prior to scheduled dates.		
Discuss standardized exam policies & share sample tests in appropriate grade (i.e. CFA, easyCBM)		
Complete new Faculty Focus & offer feedback		
Review organizational & recordkeeping skills		
Assist the new teacher through the first report cards		
Share information & process for professional development opportunities		
How to handle religious views		
Classroom parties		
Student led conference procedures		
Other:		

NOVEMBER

- Advise new teacher of special events, delayed opening & snow day procedures.
- Review assessment techniques & record keeping skills
- Review snow rules

What went well:

Areas to work on:

NOVEMBER

To be completed by initial educator

Advise new teacher of special events, delayed opening & snow day procedures.		
Review assessment techniques & record keeping skills		
Review snow rules		
Other:		

DECEMBER

- Shutting down for the break
- Movie/field trip rewards
- Holiday preparations
- Review January 'Rodeo Checklist'
- Review Snow rules

What went well:

Areas to work on:

DECEMBER

To be completed by initial educator

Shutting down for the break		
Movie/field trip rewards		
Holiday preparations		
Review January 'Rodeo Checklist'		
Review Snow rules		
Other:		

JANUARY

- Complete faculty focus & provide feedback
- Encourage mentee to continue reflecting on his/her teaching experience
- Plan for benchmark easyCBM testing
- Review report card procedure
- Training for SBAC testing procedures

What went well:

Areas to work on:

JANUARY

To be completed by initial educator

Complete faculty focus & provide feedback		
Encourage mentee to continue reflecting on his/her teaching experience		
Plan for benchmark easyCBM testing		
Review report card procedure		
Training for SBAC testing procedures		
Other:		

FEBRUARY

- Encourage trying new things
- Review policies & issues that relate to retention, failure of students & other learning options.

What went well:

Areas to work on:

FEBRUARY

To be completed by initial educator

Encourage trying new things		
Review policies & issues that relate to retention, failure of students & other learning options.		
Other:		

MARCH

- Complete faculty focus and provide feedback
- Review procedure for field trips, if necessary
- Review proper procedure for signing contracts and following deadlines
- Give suggestions for keeping momentum & interest at the end of the year for students & teachers.
- Review SBAC testing procedures

What went well:

Areas to work on:

MARCH

To be completed by initial educator

Complete faculty focus and provide feedback		
Review procedure for field trips, if necessary		
Review proper procedure for signing contracts and following deadlines		
Give suggestions for keeping momentum & interest at the end of the year for students & teachers.		
Review SBAC testing procedures		
Other:		

<h2>APRIL</h2>

- Plan for Spring benchmark easyCBM
- Discuss rank order for next year
- Discuss transfer and retention procedures for specific students
- Review student led conference procedures

What went well:

Areas to work on:

APRIL

To be completed by initial educator

Plan for Spring benchmark easyCBM		
Discuss rank order for next year		
Discuss transfer and retention procedures for specific students		
Review student led conference procedures		
Other:		

<h2>MAY/JUNE</h2>

- Review plans for end of year activities
- Give suggestions for keeping momentum & interest at the end of year for students & teacher.
- Encourage new teacher to write thank-you notes to volunteers/staff who helped make this year successful
- Review end of the year teacher checklist
- Review report card procedures
- Discuss end of year check out procedures
- Ask for feedback on the mentor program & record data to be shared

What went well:

Areas to work on:

MAY/JUNE

To be completed by initial educator

Review plans for end of year activities		
Give suggestions for keeping momentum & interest at the end of year for students & teacher.		
Encourage new teacher to write thank-you notes to volunteers/staff who helped make this year successful		
Review end of the year teacher checklist		
Review report card procedures		
Discuss end of year check out procedures		
Ask for feedback on the mentor program & record data to be shared		
Other:		

HCSD #3 MENTOR/MENTEE CHECKLIST

Faculty Focus (Short, informal observations)

“Faculty Focus” is a term used with the Mentor Program of the HCSD #3. It is used to describe an event in which a new teacher visits a colleague’s classroom for a short period of time, 15-20 minutes. As a result of the visit, new teachers, will complete this form to share with teacher mentors.

New teachers will visit four colleagues’ classrooms during the school year.

HCSD #3 Faculty Focus

#1 #2 #3 #4

New Teacher: _____

Date: _____

Teacher observed: _____

Time: _____

Grade level: _____

Effective Strategies I noticed:

Some things I have questions about:

****NOTE:** You have the option of completing all four Faculty Focus visits in the 1st semester. At least two Faculty Focus visits are required in the 1st semester.

MENTOR/MENTEE PROGRAM INPUT

WHAT went well this year?

ANY suggestions for improvement or change?

