**New Teacher SHAKER Mentor Program Checklist #1**

**August Through October**

*Not every item on this checklist makes sense for every teacher to do when they first arrive. Identify appropriate activities given the experience of your New Teacher, and then* ***indicate the date next to*** *the items as you complete them. Also, feel free to add items as needed.* ***Please make a copy for your records and turn in or email the completed checklist to Joe Marencik at the High School by November 1st****.*

**Before School Begins:**

**Date: Item discussed or accomplished:**

 Review school calendar

 Review building personnel

 Lesson plans for the first week

 Explain procedure for acquiring needed materials and supplies

 Oversee the set up of the classroom and bulletin boards (including a space for

lesson objectives, “I can” statements, IB protocols and materials, etc.)

 Review school procedures: Security, Accidents/Medical emergencies,

Schedules and hall passes, School hours, Movement through the building and

hallway expectations, Attendance and tardy policies, Homework policy,

Grading Policies, Lunch and recess

 Assist in establishing classroom rules/Essential Agreements

­ Review record keeping/grading scale/cumulative records

 Review building Committees/Senate/BLT

 Discuss principal expectations

 Review DASL/Progress Book

**First Week:**

**Date: Item discussed or accomplished:**

 Make introductions around the building

 Prepare for back-to-school/curriculum night/open house

 Review classroom management strategies (what’s working and what’s not)

 Encourage positive parent communication (notes/phone calls/emails home)

 Discuss diversity and differentiation

Page 1 of 2

 Lesson plans for the second week, if not already done

 Share social activities that may be taking place

 Discuss Evaluation Process

**Weeks 2 through 9:**

**Date: Item discussed or accomplished:**

 Have introductory meeting with the Instructional Coach for your building

 Discuss parent communication (newsletters, phone calls, conferences, etc.)

 Share substitute folders or collaborate in making them

 Review classroom instruction

 Establish guidelines for assessments and late work

 Assist in pacing the curriculum/course of study/materials/technology

 Assist in preparing for principal observations and evaluations

 Discuss parent volunteers – recruitment of and how/if to use

 Review report forms and reporting programs

 Review proficiency testing procedures and what to expect

 Discuss student relationships

 Review essential paperwork and make certain items are submitted on time

 Review Evaluation Process

 Additional items: 

 Additional items: 

**Please verify below that you have both discussed the above topics that are pertinent to the New Teacher’s position.**

I, , have discussed the items dated above with

(Mentor’s Name)

, and I have completed at least 2 hours of mentoring

(Mentee’s Name)

each month for the months of August through October.

Page 2 of 2