

August

Orientation:

During Orientation, mentors should focus on:

- Letting mentors know about book ***First Year Matters*** (stress use as evidence for evaluation/portfolio)
- Professionalism (relationships with students, dress, professional responsibilities-attendance, meetings, communication) *Professional Culture*
- reviewing Documents and Layout of Our Newton *Professional Culture*
- how to fill out Collaborative Assessment Logs* and Mentor Reflection Bubble Sheets* beginning in Sept (stress use as evidence for evaluation/portfolio) *Professional Culture*

All Mentors:

Before school begins, mentors should focus on:

- getting to know the mentee's background and needs (interview*) *Professional Culture*
- help the mentee get supplies, understand school expectations and school procedures, and get familiar with the culture and understand *Professional Culture*
- helping mentee prepare for the first days and weeks of school *Curriculum, Planning and Assessment*
- setting up a regular (and sacred) meeting time *Professional Culture*
- review contents of mentee's binder

High School Mentors:

Use SMS for recording attendance *Curriculum, Planning and Assessment*

Running reports *Curriculum, Planning and Assessment*

What to do when you're absent *Professional Culture*

Duties *Professional Culture*

Middle School Mentors:

Complete New Hire First Day Checklist and update on GoogleDocs before first day of school.

Complete Collaborative Assessment Log

Elementary School Mentors:

September

All Mentors:

This month, mentors should focus on:

- organizational systems (grading, attendance, collecting student work) *Curriculum, Planning and Assessment*
- roles of faculty in the building (team, grade, specialists, admin, support staff)
- understanding IEPs/504s (Meetings and Reports) *Teaching All Students*
- different ways to get to know students personally and academically *Curriculum, Planning and Assessment*
- sharing professional/student learning goals/methods of data collection *Professional Culture*
- routines, school procedures (continued, use p. 59 as a guidelines) *Curriculum, Planning and Assessment*
- preparing for Back-to-School night (ie. curriculum map, syllabus, expectations, letter to parents) *Family Community Engagement*
- taking time to reflect (Mentor Reflection Bubble Sheet)

High School Mentors:

Flagging Struggling Students *Teaching All Students*

Middle School Mentors:

Team Dynamics (team meetings) *Professional Culture*

Team/Specialist Communication (meetings/students)

GLDs (all faculty; data driven; goal setting)

Complete Collaborative Assessment Log

Elementary School Mentors:

working with your PLC *Professional Culture*

October

All Mentors:

This month, mentors should focus on:

- looking at summative and formative assessments *Teaching All Students*
- looking at student work with an eye toward lesson planning and reteaching *Teaching All Students*
- reviewing classroom management and handling behaviors *Curriculum, Planning and Assessment*
- completing observation of mentor by mentee, including pre/post observation meeting (Collaborative Assessment Log) *Professional Culture*
- taking time to reflect (Mentor Reflection Bubble Sheet)

High School Mentors:

Look at final exams *Teaching All Students*

Discuss midterm comments *Teaching All Students*

Middle School Mentors:

Discuss midterm/progress sports requirements *Teaching All Students*

Complete Collaborative Assessment Log

Elementary School Mentors:

Discuss parent conferences *Family Community Engagement*

November

All Mentors:

This month, mentors should focus on:

- checking in regarding classroom routines and management *Teaching All Students*
- exploring classroom routines from peers throughout building *Professional Culture*
- keeping special needs and ELL students engaged in learning(p. 124) *Teaching All Students*
- taking time to reflect (Mentor Reflection Bubble Sheet)

High School Mentors:

Parent conferences *Family Community Engagement*

Middle School Mentors:

Complete Collaborative Assessment Log

Parent Conferences *Family Community Engagement*

Grading and Comments (Day only)

Elementary School Mentors:

December

All Mentors:

This month, mentors should focus on:

- looking at student work - take a look at a completed assignment and a range of student work (Student Work resources in OurNewton) *Teaching All Students*
- mentioning ACCESS state assessment for ELLs (ELL students will take the test in January during the school day.) *Teaching All Students*
- looking at the assessment of one student to determine areas they need to work on *Teaching All Students*
- managing stress *Professional Culture*
- taking time to reflect (Mentor Reflection Bubble Sheet)

High School Mentors:

Middle School Mentors:

Complete Collaborative Assessment Log
Grading and Comments (Bigelow, Oak Hill, Brown)

Elementary School Mentors:

Progress reports *Curriculum, Planning and Assessment, Family Community Engagement*

January

All Mentors:

This month, mentors should focus on:

- positive communication with parents *Family Community Engagement*
- completing observation of mentee by mentor, including pre/post observation meeting (Collaborative Assessment Log) *Professional Culture*
- What do your assessments look like? *Curriculum, Planning and Assessment, Teaching All Students*
- Reflection on the fall and look forward (p. 143) *Professional Culture*
- Preparing for other state assessments (dates, preparing) *Teaching All Students*
- taking time to reflect (Mentor Reflection Bubble Sheet)

High School Mentors:

Middle School Mentors:

Review ACCESS test schedule and how it will impact your class schedule.

Elementary School Mentors:

February

All Mentors:

This month, mentors should focus on:

- discussing differentiation for students *Teaching All Students*
- building portfolio and collecting/organizing evidence *Professional Culture*
- taking time to reflect (Mentor Reflection Bubble Sheet)

High School Mentors:

Middle School Mentors:

Complete Collaborative Assessment Log

Elementary School Mentors:

March

All Mentors:

This month, mentors should focus on:

- discussing unit/lesson planning work with GLD/PLC *Curriculum, Planning and Assessment*
- completing observation of faculty member by mentee, including pre/post observation meeting (Collaborative Assessment Log) *Professional Culture*
- taking time to reflect (Mentor Reflection Bubble Sheet)

High School Mentors:

Middle School Mentors:

Complete Collaborative Assessment Log

Grading and Comments (Bigelow, Oak Hill, Brown)

MCAS review (note dates and times of MCAS and impact on schedule)

Elementary School Mentors:

Parent conferences *Family Community Engagement*

April

All Mentors:

This month, mentors should focus on:

- discussing ideas from all peer observations *Professional Culture*
- thinking about looking ahead to wrapping up end of year (p. 236-7) *Professional Culture*
- building portfolio and collecting/organizing evidence *Professional Culture*
- taking time to reflect (Mentor Reflection Bubble Sheet)

High School Mentors:

End of Year Duties (Graduation) *Professional Culture*

Middle School Mentors:

Complete Collaborative Assessment Log

MCAS review (note dates and times of MCAS and impact on schedule)

Elementary School Mentors:

May

All Mentors:

This month, mentors should focus on:

- completing log due 5/15 *Professional Culture*
- looking ahead/goal setting for next year *Professional Culture*
- reviewing second year mentoring log *Professional Culture*
- wrapping up the end of the year *Professional Culture*
- Talking about professional development opportunities
- reminding mentee to review PDP, credits, licensure, paperwork, etc.

Professional Culture

- taking time to reflect (Mentor Reflection Bubble Sheet)

High School Mentors:

Middle School Mentors:

Complete Collaborative Assessment Log

MCAS review (note dates and impact on schedule)

Elementary School Mentors:

June

All Mentors:

This month, mentors should focus on:

- final meeting with mentors/mentees *Professional Culture*
 - wrapping up year
 - prepping classroom for the summer
 - pg. 241, 249-252
- taking time for final reflection (Mentor Reflection Bubble Sheet)

High School Mentors:

Middle School Mentors:

Complete Collaborative Assessment Log
Grading and Comments

Elementary School Mentors: