

Riverton USD 404 Mentoring Program for New and Beginning Teachers

The following are month-by-month listings of suggested discussion topics and activities designed to promote interaction between mentors and new teachers. The topics were selected, in part, to correspond with activities and events occurring during the school year. Topics and activities were also selected for the list based on research of the needs of new teachers and the experiences reported by mentors and new teachers.

Mentors and new teachers are encouraged to review these topics as a collaborative team, to modify the list as needed, and to create other activities which will maximize the development of their relationship and the professional growth of the new teacher. Teachers who are new to the district, but have several years of previous teaching experience may benefit from other activities, which directly relate to their specific needs and/or interests. They do not need to complete observations.

August – Prior To First Day of Classes

Activities

- ☐ Meet and review mentoring program materials.
- ☐ Discuss mentoring roles and responsibilities – trust and confidentiality issues.
- ☐ Begin competing Orientation Checklist.
- ☐ Complete and review Needs Assessment.
- ☐ Attend building meetings together.
- ☐ Discuss and set times for weekly mentor meetings.
- ☐ Complete building and community tour and introductions to faculty.
- ☐ Facilitate personal introductions to building support-personnel.
- ☐ Locate and obtain supplies.
- ☐ Learn about copier, printers, projectors, and other instructional resources and equipment.
- ☐ Review student and faculty handbooks.
- ☐ Discuss course syllabus and classroom discipline procedures.
- ☐ Review supervision duties.
- ☐ Discuss emergency procedures (Crisis Plan and Class Rosters).
- ☐ Discuss building routines and general procedures.
- ☐ Discuss district technology policies and procedure, including Acceptable Use Policy.
- ☐ Review state standards and assessments for new teacher's content area.
- ☐ Review class roster for at-risk, inclusion students.
- ☐ Discuss and review lesson plans (especially first week).
- ☐ Learn about after school opportunities for students and homework policies.
- ☐ Discuss professional memberships and organizations.
- ☐ Discuss community norms and expectations.

August - September

Activities

- ☐ Review school calendar of activities and develop plan for each month.
- ☐ Help with construction of substitute folder and discuss procedures for obtaining a sub.
- ☐ Discuss grades and record keeping.
- ☐ Share lesson plan ideas and formats.
- ☐ Discuss grade-level teaming or departmental teaming and collaboration time.
- ☐ Learn about available resources for students in need.
- ☐ Help with IDP meeting if required.
- ☐ Help with any classroom management or discipline issues.
- ☐ Discuss procedures for progress reports.
- ☐ Discuss procedures and policies for field trips and guest speakers.
- ☐ Discuss requisition of classroom materials and use of district vehicles/facilities.
- ☐ Discuss procedures for requesting to attend a professional conference, workshop, etc. (PDP Toolbox).
- ☐ Meet with library media specialist for to learn about available resources.
- ☐ Discuss School Improvement Plan for Advance-Ed/NCA (strategies, resources, documentation, and committees).
- ☐ Attend some of the back to school activities together (Staff dinner, scrimmages, first games, etc).
- ☐ Review state assessments and district testing schedule.
- ☐ Discuss procedures and timelines for observations and formal evaluation by administration.
- ☐ Review first pay stub to explain deductions and other information located on it.

Observations

- ☐ Arrange for new teacher to observe in another classroom (focus on classroom management).
- ☐ Discuss and arrange for first observation by mentor, and schedule time for follow-up discussion.

October – November - December

Activities

- ☐ Review school calendar of activities and develop plan for each month.
- ☐ Share ideas for implementing and documenting School Improvement Plan strategies.
- ☐ Prepare for parent teacher conference and/or open house.
- ☐ Discuss the inclusion and special education program, (student testing referrals, paraprofessional roles, and adaptations).
- ☐ Continue discussion about state standards and assessments. Share instructional ideas/tips.
- ☐ Discuss school traditions and policies regarding holiday events and activities.
- ☐ Discuss procedures for semester exams and grades.
- ☐ Attend a Board of Education meeting together.
- ☐ Help teacher get involved in a community activity or function.

- ☐ Plan and team teach a lesson.
- ☐ Discuss inclement weather procedures.

Observations

- ☐ Arrange for new teacher to make second observation in another classroom (focus on cooperative learning activities or other area of interest).
- ☐ Discuss and arrange second observation by mentor (schedule time for follow-up discussion).
- ☐ Arrange for new teacher to make third observation in another classroom (focus on area of interest/need).
- ☐ Discuss and arrange third observation by mentor (schedule time for follow-up discussion).

January

- ☐ Discuss calendar activities and develop plan for the month.
- ☐ Review and discuss first semester experiences – highlights, successes, problem areas, assistance needs, etc.
- ☐ Determine needs and focus topics for second semester.
- ☐ Video and review a lesson (1st or 2nd year teachers only).
- ☐ Review district testing calendar as well as preparation and procedures.

February – April

Activities

- ☐ Discuss calendar activities for each month and develop plan for each month.
- ☐ Discuss spring activities and field trips.
- ☐ Discuss procedures for ordering supplies for next year.
- ☐ Discuss and share example of how to do room inventory.
- ☐ Discuss renewal, tenure, and RIF.
- ☐ Assist with administration of state assessments.
- ☐ Review and analyze state assessment results.
- ☐ Discuss retention of students.

Observations

- ☐ Continue observations in other classrooms (focus topics should be determined by needs and interest of new teacher).
- ☐ Continue observations of new teacher by mentor (determined by needs).
- ☐ Arrange for an observation of an out of district teacher.

May

- ☐ Discuss calendar activities for the month and develop plan for each month.
- ☐ Discuss procedures for ending the year.
- ☐ Help complete summer maintenance requests and discuss how to leave room for the summer cleaning.
- ☐ Discuss procedures for students taking summer school.
- ☐ Discuss completing grades and year-end reports.
- ☐ Reflect upon year and discuss possible summer activities in preparation for next year.
- ☐ Complete final survey/assessment.
- ☐ Celebrate together.