

Second Year Teachers

Suggested Meeting Schedule & Discussion Topics

Year two of the mentoring and induction program builds upon what was accomplished during the teachers first year within the system. During this year, the second year teacher and his/her mentor will focus their collaborative efforts primarily on the teacher's individual needs. New and/or early career teachers and their mentor are expected to meet a minimum of four times throughout the school year.

The list of suggested discussion topics and activities found below are designed to promote interaction between mentors and new teachers and are selected, in part, to correspond with activities and events that occur during the school year. 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 and/or early career teacher.

August-September

Activities

- ☐ Review New Teacher Orientation Checklist (pp.11-16);
- ☐ Review August-September Activities (pp. 17-18) to address questions and/or issues of mutual concern;
- ☐ Infinite Campus;
- ☐ PDP Toolbox;
- ☐ State standards / curriculum;
- ☐ Assessment results;
- ☐ Community Demographics;
- ☐ Observation and evaluation procedures;
- ☐ Complete Individualized Professional Development Plan;
- ☐ Prepare for parent teacher conferences;
- ☐ Mutual concerns

October-November

Activities

- ☐ Review October-December Activities (pp. 18-19) to address questions and/or issues of mutual concern;
- ☐ Prepare for end-of-term grading procedures;
- ☐ Inclement weather procedures;
- ☐ Arrange classroom observations of another teacher;
- ☐ Mutual concerns

January-February

Activities

- ☐ Review January-February Activities (p. 19) to address questions and/or issues of mutual concern;
- ☐ Review district assessment calendar;
- ☐ Prepare to assist with state assessment administration;
- ☐ Mutual concerns

April-May

Activities

- ☐ Review April-May Activities (pp. 19-20) to address questions and/or issues of mutual concern;
- ☐ Review assessment results;
- ☐ End-of-year procedures;
- ☐ Submit classroom supply orders;
- ☐ Submit classroom inventory;
- ☐ Prepare for summer school;
- ☐ Complete maintenance requests and prep room for summer cleaning;
- ☐ Mutual Concerns