

Pittsford Schools

Mentor Program Calendar 2024-2025

August 2024

Topics for Mentors and New Staff: <ul style="list-style-type: none"> • Building logistics (i.e. tour school, review procedures, key people to meet, substitute plans/sub calling) • Building and District Policies (i.e. attendance, emergency procedures, discipline) • Classroom set-up, procedures, routines • Curriculum for grade level/subjects (i.e. pacing guide, resources, common assessments, NYLearns) 				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20 New Staff Orientation 8:00 – 3:30	21 Induction Day 1 8-3	22 Induction Day 2 8-3	23 Induction Day 3 8-11:30	24
25	26 Induction Day 4 8-3	27 Induction Day 5 8-3	28 Induction Day 6 8-11:30	29 <i>Schedule a time to meet with your mentee in their building/ classroom.</i>	30	31

September 2024

1	2 No School	3 All Staff Opening Day	4	5 	6	7
8	9	10 <i>Schedule a time to observe your mentee.</i>	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25 <i>Be a role model by always speaking professionally about colleagues and students.</i>	26	27	28
29	30	Topics for Mentors and New Staff: <ul style="list-style-type: none"> • APPR Process – observations, Danielson framework and rubrics • Using Microsoft Teams or Seesaw platforms effectively • Open House/Parent Conferences/Parent Communication • Curriculum and Common Assessments, Benchmark Assessments, etc. • PLCs – the 4 Questions, the work of individual PLCs, etc. • Self-Reflection – instructional practice, student learning, record keeping, parent communication 				



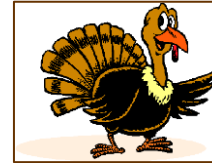
October 2024

Topics for Mentors and New Staff: <ul style="list-style-type: none"> • Preparing for observations – practice with the lesson plan format, share lesson plans, invite new teacher to observe you • District and building committees and structures • Report cards, grading, and record keeping 		1 <i>Schedule a time to observe your mentee.</i>	2	3	4	5
6	7	8	9	10	11 Superintendent's Conference Day	12
13	14 No School	15	16	17 <i>Assess your mentee's level of confidence. Reality is setting in & mentees may need extra support.</i>	18	19
20	21	22	23	24	25	26
27	28 Fall Mentor Meeting 3:30-4:30 PM	29	30	31 	Topics for Mentors and New Staff: <ul style="list-style-type: none"> • Use of webpages and other communication tools • Building and district policies regarding religious holidays • PDTA – read <i>SpeakOut</i> and discuss important topics together 	

November 2024


Topics for Mentors and New Staff:

- Observe colleagues together and de-brief new ideas learned
- Revisit pacing guides and monitor progress
- Discuss report cards, grading, and/or parent conferences
- Review Assessments [i.e., variety, quality, impact on instruction]
- Look at student work together
- Reflect on observations and feedback from post-conferences
- Review teacher certification requirements [i.e., CTLE hours, professional certificates,...]



					1	2
3	4 <i>Schedule a time to observe your mentee.</i>	5	6 Induction Meeting with Mentors 3:30-5:00 PM	7	8	9
10	11 No School	12	13	14	15 1st quarter Mentor Logs Due	16
17	18	19	20	21	22	23
24	25	26	27 <i>Attend an extracurricular event with your mentee.</i>	28	29	30

December 2024

1	2	3	4	5 <i>Schedule a time to observe your mentee.</i>	6	7
8	9	10	11	12	13	14
15	16 <i>Remind new teachers that this time of year can be joyful or stressful for students and these emotions can affect their focus.</i>	17	18	19	20	21
22	23	24	25	26	27	28
29	30	 <p>Topics for Mentors and New Staff:</p> <ul style="list-style-type: none"> • Review organizational systems and record keeping • Strategies for providing specific, descriptive feedback to students • Impact of school vacations and religious holidays on instruction • Student/parent/colleague relationships • Instructional strategies to engage students • Grade Level/Standards Area/PLC topics • Revisit the Danielson Framework for Teaching 				

January 2025

Topics for Mentors and New Staff: <ul style="list-style-type: none"> Review organizational systems and record keeping Strategies for providing specific, descriptive feedback to students Impact of school vacations and religious holidays on instruction Student/parent/colleague relationships Instructional strategies to engage students Grade Level/Standards Area/PLC topics Revisit the Danielson <i>Framework for Teaching</i> 			1 No School	2 No School	3 No School	4
5	6 <i>Write your mentee a 'welcome back' note and put it with a candy bar on their desk.</i>	7	8	9	10	11
12	13	14	15	16	17	18
19	20 No School	21	22 <i>Schedule a time to observe your mentee.</i>	23	24	25
26	27	28	29 No School	30	31	

February 2025

Topics for Mentors and New Staff: <ul style="list-style-type: none"> • Student achievement and/or assessment data from first semester • Strategies for checking for understanding • Effective use of instructional time and transitions (bell work/openers, anchoring activities, closure) • What is working for the new teacher and in what areas do they need assistance? • Observe colleagues together and de-brief new strategies/ideas learned • Parent Communication practices • Check in on PLC work – how is it going? 						1
2 	3	4	5	6	7 2 nd quarter Mentor Logs Due	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	15	26	27	28	

March 2025

Topics for Mentors and New Staff:

- Revisit pacing guides and monitor progress
- Review classroom assessment practices and look at student work together
- Examine the effective use of questioning and/or discussion techniques
- Review learning objectives for school year/subject area and assess progress toward meeting them
- Revisit classroom engagement – try new strategies
- Assess new teacher's overall well-being & balance between personal and professional life



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March is a long month and can take a toll on students and staff. Do something fun together!

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**Induction Meeting #3 with Mentors
3:30-5:00 PM**

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Spend time looking at classroom assessment practices. What is/is not working?

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April 2025

Topics for Mentors and New Staff: <ul style="list-style-type: none"> • Differentiating instruction/responding to student needs • Evaluation and feedback from supervisors • Addressing concepts and content that students have not yet mastered • Setting goals for the end of the year 		1	2	3	4	5
6	7	8	9 Spring fever is an issue for students and staff. Discuss ways to address the issues that arise as a result.	10	11	
13	14	15	16	17	18	
20	21	22	23	24 3rd quarter Mentor Logs due	25 Superintendent's Conference Day	26
27	28 Spring Mentor Meeting 3:30-4:30 PM	29	30	Topics for Mentors and New Staff: <ul style="list-style-type: none"> • Looking at student work or lesson plans together • Handling additional stress that accompanies the end of the year • Professional learning needs based on self-assessment and feedback 		

May 2025

Topics for Mentors and New Staff: <ul style="list-style-type: none"> • Building and district policies regarding the end of the year • Schedules for the final weeks of school – tests, field days, etc. • Reflect on goals set for the year – what evidence did you collect that demonstrates growth in each area? • Strategies for keeping students focused through the end of the year • Looking ahead – what are the new teacher’s goals for Year 2? • Summer professional learning activities 				1	2	3
4	5 <i>Invite your mentee to attend the District Retirement Party with you.</i>	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22 PCSD Retirement & Recognition Party	23	24
25 	26	27	28	29	30	31

June 2025

*Take time to reflect on everything you and your mentee have achieved this year.
The mentoring relationship requires a great deal of time and energy
on the part of both participants. Celebrate your successes together!*

1	2	3	4	5	6 4 th quarter Mentor Log Due	7
8	9 Look at data with your mentee to assess student progress toward learning goals.	10	11	12	13	14
15	16	17	18	19	20	21
22 29	23 30	24	25	26	27 