

AUGUST

Date _____ Time _____ Location _____

Check the items that are pertinent to your school as you complete them.

Fill out the Monthly Accountability Forms as you meet with your Peer Mentor to discuss these topics.

- Discuss school norms (professionalism, grade/departmental meetings)
- Discuss social media expectations
- Review lesson plans for inclusion and assemble substitute teacher folder.
- Review the district calendar for the up-coming school year.
- Share bad weather and school closing procedures (on-line information, Facebook)
- Discuss student discipline policy and office referral procedures.
- Review after-school programs (tutoring, UIL, GT, extracurricular activities, etc.)
- Review teacher evaluation procedures and upcoming formal observation.
- Revisit district-wide initiatives, remedial procedures, materials, and timelines.
- Review student's IEPs goals, procedures, and accommodations
- Identify Emergent Bilingual student needs and lesson plan documentation of strategies used.
- Plan together for Meet the Teacher, [grade level expectations](#), situations to avoid, etc.)
- Review which of your students require HB 1416 hours.
- REQUIRED: Mentor/Mentee completes Monthly Accountability forms by AUGUST 29TH**

Notes _____

Focus/Goals to be observed (2-3 & Highlight the 1 that will be the main focus for mentee teacher)

Confirm date and time for next observation/meeting _____

Questions _____

Mentee Signature _____ Date _____

Mentor Signature _____ Date _____

SEPTEMBER

Date _____ Time _____ Location _____

Check the items that are pertinent to your school as you complete them.
Fill out the Monthly Accountability Form as you meet with your Peer Mentor to discuss these topics.

- ___ Discuss/review professional development needs, upcoming in-service training, student data, etc.
- ___ Review parent communication methods, conferences, timelines, and record keeping.
- ___ Discuss district policy for classroom volunteers, student helpers, etc.
- ___ Review lesson plans, Evidence of Effectiveness Forms, HB 1416 & consider RTI referral forms.
- ___ Discuss possible interventions for individual students as needed, Progress Monitoring Plan and Multi-Tier System support and procedures for students performing below expectations.
- ___ Review schedule for district testing: NWEA, Amplify and unit assessments.
- ___ Review procedures for report cards.

REQUIRED: The Peer Mentor observes the Mentee's classroom utilizing Classroom Visitation/Observation form and Monthly Accountability Forms by **September 13th.**

TO BE COMPLETED NO LATER THAN SEPTEMBER 30TH

Notes _____

Focus/Goals to be observed (2-3 & Highlight the 1 that will be the main focus for mentee teacher)

Questions _____

Confirm date and time for next Mentor/Mentee meeting _____

Confirm upcoming October date and time for Mentee to observe Mentor teacher (contact IS for coverage)

(Teacher to be Observed & Date/Time to be observed)

Mentee Signature _____ Date _____
Mentor Signature _____ Date _____

OCTOBER Date _____ Time _____ Location _____

Check the items that are pertinent to your school as you complete them.
Fill out the Monthly Accountability Form as you meet with your Peer Mentor to discuss these topics.

- ___ Review training and discussion from professional learning communities. Discuss how that information may be incorporated into instructional practice.
- ___ Review classroom management and discipline concerns.
- ___ **REQUIRED: Mentee (new teacher) observes other teachers' classrooms utilizing Classroom Visitation/Monthly Accountability form and Interactions Log.**
- ___ Discuss all student progress. Note any academic concerns.
- ___ Analyze lesson plans for organization and pacing.
- ___ Re-visit student referral procedures, RTI procedures, & Forms of Effectiveness
- ___ Prepare for formal observation by Administrator
- ___ Discuss appropriate procedures for classroom celebrations to include Halloween, Thanksgiving, Christmas and Easter.

TO BE COMPLETED NO LATER THAN OCTOBER 31ST

Notes _____

Focus/Goals to be observed (2-3 & Highlight the 1 that will be the main focus for mentee teacher) _____

Confirm upcoming November date and time for Mentor to observe Mentee Teacher.

(Teacher to be Observed & Date/Time to be observed)

Confirm date and time for next Mentor/Mentee meeting _____

Questions _____

Mentee Signature _____ Date _____

Mentor Signature _____ Date _____

NOVEMBER Date _____ Time _____ Location _____

Check the items that are pertinent to your school as you complete them.
Fill out the Monthly Accountability Form as you meet with your Peer Mentor to discuss these topics.

- ___ Discuss needs and concerns – any problem areas of Mentee (new teacher)
- ___ Discuss in detail preparation for district assessment (procedures, scripts, data analysis and student gains.)
- ___ Share instructional strategies such as: cooperative learning, differentiation and flexible grouping, etc.
- ___ Prepare for end of semester responsibilities and timelines (grades, exams, parent conferences, etc.)
- ___ Review scores and rating of formal evaluation by the Campus Administrator.

TO BE COMPLETED NO LATER THAN NOVEMBER 22ND

Notes _____

Focus/Goals to be observed (2-3 & Highlight the 1 that will be the main focus for mentee teacher) _____

Questions _____

Confirm date and time for next Mentor/Mentee meeting _____

Confirm upcoming December date and time for Mentee to observe any teacher during Mentee's conference time

(Teacher to be Observed & Date/Time to be observed)

Mentee Signature _____ Date _____

Mentor Signature _____ Date _____

DECEMBER Date _____ Time _____ Location _____

Check the items that are pertinent to your school as you complete them.
Fill out the Monthly Accountability Form as you meet with your Peer Mentor to discuss these topics.

- ___ Review the fall semester's experiences: highlights, struggles, goals and celebrations!
- ___ Plan for possible changes, student reassignments, etc., after the holidays.
- ___ Explore additional professional development opportunities (District In-service Calendar) for the new teacher, based on needs. Refer to [ESC 20 Professional Development Series Cooperative](#)
- ___ Review completion of end of semester grade input and make sure the teacher knows the deadlines for input.

TO BE COMPLETED NO LATER THAN DECEMBER 20TH

Notes _____

Focus/Goals to be observed (2-3 & Highlight the 1 that will be the main focus for mentee teacher) _____

Questions _____

Confirm date and time for next Mentor/Mentee meeting _____

Mentee Signature _____ Date _____

Mentor Signature _____ Date _____

JANUARY Date _____ Time _____ Location _____

Check the items that are pertinent to your school as you complete them.

Fill out the Monthly Accountability Form as you meet with your Peer Mentor to discuss these topics.

- ___ Engage in data chat regarding mid-year/semester assessment data on applicable students (NWEA MAP, Benchmarks, Unit assessments, etc)
- ___ Make plans for additional classroom visits for Mentee (new teacher) to observe other teachers.
- ___ Consider enrolling in an appropriate professional development workshop, depending on needs from 1st Formal evaluation by Site Administrator.
- ___ Review lesson plans to ensure inclusion strategies.

REQUIRED: Mentor/Mentee completes Monthly Accountability forms by Jan. 31, 2024

Notes _____

Focus/Goals to be observed (2-3 & Highlight the 1 that will be the main focus for mentee teacher) _____

Questions _____

Confirm date and time for next Mentor/Mentee meeting _____

Confirm upcoming February date and time for Mentor to observe Mentee.

(Teacher to be Observed & Date/Time to be observed)

Mentee Signature _____ Date _____

Mentor Signature _____ Date _____

FEBRUARY Date _____ Time _____ Location _____

Check the items that are pertinent to your school as you complete them.
Fill out the Monthly Accountability Forms as you meet with your Peer Mentor to discuss these topics.

- ___ Discuss timelines and deadlines that come up before Spring Break.
- ___ Attend all meetings for and other test procedures/test security issues (STAAR, TELPAS, etc.)

REQUIRED: Peer Mentor observes the Mentee classroom utilizing Classroom Visitation/Observation form

REQUIRED: Mentor/Mentee completes Monthly Accountability forms by Feb. 29, 2024

Notes _____

Focus/Goals to be observed (2-3 & Highlight the 1 that will be the main focus for mentee teacher) _____

Questions _____

Confirm date and time for next Mentor/Mentee meeting _____

Mentee Signature _____ Date _____

Mentor Signature _____ Date _____

MARCH / APRIL Date _____ Time _____ Location _____

Check the items that are pertinent to your school as you complete them.
Fill out the Monthly Accountability Form as you meet with your Peer Mentor to discuss these topics.

- ___ Engage in data disaggregation regarding assessment data on all students. Note any academic concerns with proper staff.
- ___ Review student records, student portfolio and report cards.
- ___ Review STAAR Countdown process.

REQUIRED: Mentor/Mentee completes Monthly Accountability forms by Apr. 12, 2024

Notes _____

Focus/Goals to be observed (2-3 & Highlight the 1 that will be the main focus for mentee teacher) _____

Questions _____

Confirm date and time for next Mentor/Mentee meeting _____

Mentee Signature _____ Date _____

Mentor Signature _____ Date _____

MAY / JUNE Date _____ Time _____ Location _____

Check the items that are pertinent to your school as you complete them.
Fill out the Monthly Accountability Form as you meet with your Peer Mentor to discuss these topics.

- ___ Discuss end-of-the-year events and traditions.
- ___ Become familiar with referral procedures for summer school.
- ___ Learn end-of semester responsibilities and timelines.
- ___ Engage in data disaggregation regarding end-year assessment data on all students.
- ___ Consider new ideas for putting the classroom in “end-of-the-year” order; tips for summer storage.
- ___ Discuss close out procedures (textbooks, gradebooks, lesson plans, cumulative records/folders)
- ___ Reflect what changes you want to make next year.

REQUIRED: Mentor/Mentee completes Monthly Accountability forms by May 10, 2024

REQUIRED: Mentor and Mentee complete the Exit Survey by May 10, 2024

FINAL THOUGHTS...

*In learning you will teach,
and in teaching you will learn.*
- PHIL COLLINS

Notes

Questions

Feedback for Program Improvement

Mentee Signature _____ Date _____

Mentor Signature _____ Date _____

