

## First Year Mentor Program Check list

- Observation preconference
- 1st year Classroom Visit 1
- 1st year Classroom Visit 2
- 1st year Classroom Visit 3
- 1st year Observation 1
- 1st year Observation 2
- 1st year Observation 3
- Quarterly reflection (x4)
- Pre and Post observation questions

### Items for discussion and collaboration:

1. **Documenting Meetings (Excel, Word, Other...)**
2. **Skyward**
  - a. Attendance
  - b. Grade book
  - c. Communication with parents
  - d. Posting messages for students/parents
  - e. Quizzes
3. **Mylearningplan.com**
  - a. Personal Absences
  - b. Professional Growth
  - c. Mentor Program
  - d. Formal Observation by Administration documents
4. **Lesson Planning and Curriculum**
  - a. Daily agenda
  - b. Daily Learning Objective
  - c. Pacing
  - d. Common Assessments/Mastery Manager
5. **General Practice within a Professional Educational Setting**
  - a. GCN stuff
  - b. Attire
  - c. Social Media
  - d. Who to talk to about various things...
6. **General Building Knowledge**
  - a. Offices
  - b. Library
  - c. Maintenance
  - d. Copy Rooms
  - e. Lunch/Prep
  - f. Meetings place and importance

**NOTE:** All mentors may be used for the second-year crosstown collaboration. Meaning, you may have to host a mentor pairing for observation.