

Second Year Mentor Program Check list

- Observation preconference
- 2nd year Observation 1
- 2nd year Observation 2
- 2nd Year Reflection (x2)
- pre and post observation questions (for each observation)
- Crosstown Collaboration Materials

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...who not to talk to...
- 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.