Mentor_____

Mentee_____

Mentor Checklist

The following checklist is designed to help teachers research specific details to school operations, and to be aware of seasonal occurrences throughout the year that impact teaching and learning. Mentors and mentees should discuss these together as partners.

*Topics may vary across schools in our districts depending on school and grade level

Before School Starts

Supplies: * Where supplies are stored * What supplies are available	Parking: *Parking lot location * Parking policies
Technology Procedures *help desk tickets **Centegix	Non-Instructional Duties: * Hall duty *Recess * Before and after school * Lunchroom
Tours: * Bus tour (new teacher orientation/optional) *Building	Goals: *Building *District
Emergency Procedures: *Fire drill *Power outage *Bomb Threat *Lock-down drill *Intercom codes (may be different in each school) *Runners *Centegix	Discipline Policies: *Classroom *Playground *Lunchroom *School property *Bus *Office records
Staff: * Staff introductions *List of staff and phone numbers (with permission) *Specialists and their roles *Administration and their roles *Other district/building personnel and who to go to for assistance as needed *Teacher aid/para-availability	Schedules: * School schedule *Computer lab schedules * Special classes schedules *Student lunch schedules *Teacher lunch schedules *School calendar and key events (picture day) *School in-service days, late starts, early release *School programs

Attendance Policies: * Teacher sick day procedure *Preparing and creating a substitute folder *Teacher personal day procedures *Substitute request policy *Teacher leaving school during the day policies and procedures *School attendance procedure and record keeping *Keeping up with student work for students with a high absentee rate *School cancellation procedures	Record Keeping: *Lesson plan procedures *Organizing a grade book *Cumulative folders *Online sources of school record keeping. Example: Infinite Campus * Data entry In-Service and Faculty Meetings: * Expectations for faculty meetings * In-service options and requirements * Expectations for mentor/mentee meetings
Lunch: *Lunch routine-students * Lunch money procedures * Inviting students for a special day eating lunch in your classroom	Parent Communication: * Parent communication policies and documentation * Parent Conferences and communication and scheduling * Open House
School Visitors: *School visitor policies and procedures *School volunteer policies and procedures * Guidelines for bringing in guest speakers	School Committees: * Serving on one and possible stipends
*In school phone usage	*Bus Procedures *Early Dismissal
*Safe keeping of valuables	District Demographic Information *Bus tour
* Playground rules/equipment	Pay periods: *Where to access Human Resources on District website and who to contact with questions

* Adapted and designed from multiple sources by Dr. Jacqueline Gale to meet the needs of this district's mentoring program.