

# GOOSE CREEK CONSOLIDATED INDEPENDENT SCHOOL DISTRICT

## FIRST SEMESTER MENTOR CHECKLIST

Mentee: \_\_\_\_\_ Mentor: \_\_\_\_\_

Campus: \_\_\_\_\_ Date: \_\_\_\_\_

**One visit per week for the first semester**

| Suggested Focus for Weekly Meetings                                                                                                                                                                                                                                                                           | Date | Topics                                               |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------|------------------------------------------------------|
| <b><u>August/September</u></b><br>Classroom management, names/responsibilities of administrative/clerical staff, attendance procedures, necessary textbook information, curriculum guides, parent communications, gradebook procedures, lesson plans, student progress reports, testing information, and CIP. |      |                                                      |
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| <b><i>By September 30:</i></b><br><b>New teacher observes mentor for one class</b><br><b>Mentor observes new teacher for one class</b>                                                                                                                                                                        |      | Email Mentor Observation to Mentee Support Team      |
|                                                                                                                                                                                                                                                                                                               |      | by September 30 <sup>th</sup> .                      |
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| <b><u>October</u></b><br>Finding resources, conferencing skills, report cards, classroom management, evaluation tips, student referrals for special programs, code of student conduct, and professional development.                                                                                          |      |                                                      |
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| <b><i>By October 30:</i></b><br><b><i>In October, mentor observes new teacher and turns in October New Teacher Observation Form.</i></b>                                                                                                                                                                      |      | Email New Teacher Observation to Mentee Support Team |
|                                                                                                                                                                                                                                                                                                               |      | by October 30 <sup>th</sup> .                        |
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| <b><u>November</u></b><br>Audiovisual information, report cards, technology, instructional strategies, parent volunteers, curriculum guides, testing results, and time management.                                                                                                                            |      |                                                      |
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| <b><i>By November 30:</i></b><br><b><i>First Semester Mentor Checklist completed and turned in by November 30.</i></b>                                                                                                                                                                                        |      | *Email First Semester Checklist to                   |
|                                                                                                                                                                                                                                                                                                               |      | Mentee Support Team, by November 30 <sup>th</sup> .  |
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Mentor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Mentee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**\*All first semester paperwork must be received by the Mentee Support Team no later than November 30 for first semester mentor payment to be issued.**