

Mentor-New Hire Checklist

Directions: At the beginning of each month highlight areas that you would like to address with your partner. Over the course of the month check off those items as they are addressed. Remember to write meeting dates and a brief description in your log.

This is meant to be a guide. You and your partner may have other topics you want to talk about or work on, and that is fine.

August, September, October

- Classroom set up
- Schedule
- Open house
- Summer Institute
- Pre – assessments
- Self - directed goal
- Interims
- Words Their Way
- SLO
- Benchmarks
- Field trips
- Supply orders
- Faculty meetings
- Classroom management
- Book orders
- Guided reading groups
- Summer letters
- Organization
- Guided discovery
- BEDS
- Pre-observation notes
- APPR
- RtI meetings
- Attendance
- Schooltool
- Clear track
- eDoctrina
- My Learning Plan
- Web site passwords
- PTA

- Sub plans
- Medical alerts
- Bus routes
- Volunteers
- Chaperoning
- Professional hours
- In Service classes
- Parent conference sign up
- Holiday sign up
- Sick pool
- GFA
- Team meetings Flex plan
- Emergency procedures
- Work orders
- Copy procedures
- e-mail
- phone
- breakfast
- grading system
- parent communication
- quia
- homework policy
- sign out procedures
- classroom visits
- band lessons
- lunch routines
- pin numbers
- specials
- library time
- early dismissal
- personal/sick days
- subfinder
- required trainings
- evidence binder

Nov. – Dec

- Parent conferences
- Lock down drill
- Holiday parties
- Re-evaluate classroom management
- Pictures
- IEP meetings
- Rtl

- Report cards
- Concerts
- Snow gear
- Nature's Classroom
- Science Night

Jan. – Feb.

- Testing
- Regents
- DIBELS
- Interims
- Diagnostic
- Snow days
- Delays
- Regrouping
- Budget
- Supply order
- Mid-term exams
- Annual reviews
- Second observation
- Evidence folder

March – April

- Parent conferences
- Report cards
- Lab warning letters
- 70 and under list
- No breaks
- NYS testing
- Musicals
- Plays
- MIOS
- Spring Fever
- IB/AP exams
- WOW day
- Math Night grades 2-5
- Intent Form
- Fountas & Pinnel assessments (primary grades)

May – June

- IB/AP exams
- Prom

- Regents exams
- Picnic on the Green
- Fountas and Pinnel assessments (intermediate grades)
- 1-2 musical
- End of year checklist
- Post assessments
- Class placement
- Book Bindery
- Packing classroom
- Report cards
- Field day
- Student summer mailings
- Health fair
- Words Their Way