



Southwestern Consolidated School District of Shelby County



Mr. Curtis Chase
Superintendent

Mrs. Bonnie Thopy
Treasurer

Mr. Travis Oliver
Facilities Director

Mrs. Belinda Head
Deputy Treasurer

Mrs. Susan Neville
Technology Director

Spartan Nation Mentor/Mentee Program

Mentoring, when done effectively, creates a partnership between two individuals: the mentor and the mentee. The goal of the mentoring program is to provide support for the mentee-New Teacher and allow them to have an opportunity to meet with their mentor and discuss/share successes and concerns, and pinpoint areas for improvement. As a mentor, we hope that you will experience enhanced leadership skills, renewed growth, and the satisfaction that you made a difference for a beginning teacher in your advice and support. The monthly checklist will provide a beginning dialogue on specific topics for your meetings.

Mentor Expectations

- Assist the new teacher in preparing for the 1st day of school.
- Assist new teacher with classroom management and discipline.
- Share your own knowledge about lesson planning, useful classroom materials, long-short term planning strategies, curriculum development, and teaching methods.
- Help new teacher learn to meet the procedural demands of the school.
- Provide moral and emotional support and function as a sounding board for new ideas,
- Provide access to other classrooms so new teachers can observe their colleagues and begin to know and understand the different models of teaching that can exist within a school.
- Help new teachers understand the implications of student diversity for teaching and learning.
- Engage first-year teachers in self-assessment and reflection on their own practice.
- Provide support and professional feedback as novice teachers experiment with new ideas and strategies.

Mentee Expectations

- Use active listening skills during discussions with your mentor. Take notes when appropriate and ask questions.
- Receive feedback in a positive attitude. Your mentor will provide honest feedback to you and accept it as an opportunity to strengthen and improve your potential as a teacher.
- Let your mentor know that you have followed advice and/or suggestions, even if you have modified the suggestions. Pointing out that you used your mentor's help and sharing outcomes is very important in the mentor relationship. Appreciate the mentor's knowledge and expertise.
- Honor each other's time; be prepared to ask for specific guidance and advice. The more specific you can be, the easier it will be for your mentor to support you. The mentor/mentee beginning of the school year exchange more than likely has already occurred, so for the month of August, check off the boxes that you have already done and/or discussed and complete any areas on the August List.

3406 West 600 South
Shelbyville, Indiana 46176-9632
Phone: 317-729-5746 Fax 317-729-5330
www.swshelby.k12.in.us

Our mission is to encourage, challenge, explore, and strive for excellence.



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August

- Introduce yourself to the mentee and introduce your mentee to staff members in your building (nurse, counselor, department heads, team leaders, etc.)
- Take a tour of the building/area Show location of materials (stapler, construction paper, etc.)
- Discuss artifact expectation
- Share checkout procedures for books, materials, etc.
- Tour teacher workroom: supplies, copy machine procedures, etc.
- Debrief staff/team meetings
- Review assigned duties & responsibilities for each duty
- Share teacher dress code (Friday spirit day, etc.)
- Discuss/share grade level/content area daily class schedules
- Share lesson plan expectations & example of weekly plan
- Share first day/week activities-provide guidance on organizing the first day & first week
- Review testing dates, administration procedures, etc.
- Discuss/share opening announcement procedures & expectations
- Explain procedures (attendance, tardies, lunch count)
- Discuss arrival/dismissal procedures
- Discuss playground rules
- Discuss student dress code & procedures when a refraction occurs
- Review procedures for fire drills and escape route
- Discuss FYI issues regarding school culture and customs
- Review importance and law of confirmation of student and other information
- Set up a scheduled time to meet as mentor/mentee each month
- Discuss Cafeteria Procedure
- Discuss eLearning day procedures
- List below any other items discussed in your meetings:

Comments:

Please give an estimate of how often you met during the month of August.

Mentor Signature: _____ Date: _____

Mentee Signature: _____ Date: _____

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September

- Share how teaching is going
- Review monthly building/district activities
- Discuss developing a personal or professional development goal/plan
- Discuss and analyze artifacts and artifact analysis
- Review homework policy and share ideas for student work submission
- Review student make up work policies and ideas
- Discuss how to write weekly and unit lesson plans reviewing current lesson plans
- Review and analyze lesson objectives ensuring they are focused on student learning
- Discuss beginning of year benchmark assessments that need to be administered
- Discuss students who may be struggling and identify possible interventions
- Share lesson plan expectations & example of weekly plan
- Clarify any beginning of year questions from teacher meetings, professional development or data meetings
- Review grading procedures and ensure grades are up to date
- Discuss parent communication and ideas for involving parents in learning
- Discuss and review student IEP's and 504 plans and referral process
- Set up time and date to meet in October
- Set a time to observe each others classroom before the October meeting
- List below any other items discussed in your meetings:

Comments:

Please give an estimate of how often you met during the month of September.

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Mentee Signature: _____ Date: _____

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October

- Share what has been happening in each other's classroom
- Review monthly building/district activities
- Discuss evaluation(s) or walkthrough(s) that have occurred
- Analyze classroom management plan and importance of maintaining class control
- Review notes from visiting each other's classroom
 - Mentee visited mentor classroom date: _____
 - Mentor visited mentee classroom date: _____
 - Provide feedback to each other/discuss observation notes from classroom visits:

- Discuss parent/teacher conference procedure(s)
 - Provide data ideas to discuss with parents
 - Provide talking points to discuss with parents
 - Discuss any approaches for possible controversial conferences
- Review and analyze lesson objectives ensuring they are focused on student learning
- Review benchmark assessment or weekly progress monitoring data
- Discuss students who may be struggling and identify possible interventions
- Analyze artifacts and data analysis
- Discuss and review student IEP's and 504 plans and referral process
- Set up time and date to meet in November
- List below any other items discussed in your meetings:

Comments:

Please give an estimate of how often you met during the month of October.

Mentor Signature: _____ Date: _____

Mentee Signature: _____ Date: _____

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November

- Share what has been happening in each other's classroom
- Review monthly building/district activities
- Discuss evaluation(s) or walkthrough(s) that have occurred
- Discuss how parent/teacher conferences went (positives and negatives)
- Discuss how busy November and December can get and how important it is to overplan so students stay engaged in academic content to avoid classroom management issues
- Discuss concerns and success of students
- Review positive parent contacts and other parent communication documentation
- Discuss procedure for inclement weather days and eLearning days
- Check progress compared to curriculum guide
- Answer any professional development questions
- Review upcoming holiday activities and procedures
- Share "tricks of the trade" to help with maximizing instructional time until winter break
- Set up a time to visit each others classrooms before the December meeting
- Discuss and review student IEP's and 504 plans and referral process
- Set up time and date to meet in December
- List below any other items discussed in your meetings:

Comments:

Please give an estimate of how often you met during the month of November.

Mentor Signature: _____ Date: _____

Mentee Signature: _____ Date: _____

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December

- Share what has been happening in each other's classroom
- Review monthly building/district activities
- Discuss evaluation(s) or walkthrough(s) that have occurred
- Analyze classroom management plan and importance of maintaining class control
- Brainstorm ideas to maximize instructional time and keep students engaged in academic content during the days leading up to winter break
- Review notes from visiting each other's classroom
 - Mentee visited mentor classroom date: _____
 - Mentor visited mentee classroom date: _____
 - Provide feedback to each other/discuss observation notes from classroom visits:

- Analyze artifacts and data analysis
- Discuss importance of activities that will rejuvenate you during winter break
- Set up time and date to meet in January
- List below any other items discussed in your meetings:

Comments:

Please give an estimate of how often you met during the month of December.

Mentor Signature: _____ Date: _____

Mentee Signature: _____ Date: _____

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January

- Review and discuss first semester successes and areas of focus
- Review monthly building/district activities
- Review and discuss first semester's personal or professional development goal/plan and develop a new personal or professional development goal/plan
- Review progress monitoring data/report cards that are set to be sent home
- Discuss concerns and success of students and possible interventions to start with individual students this semester
- Review positive parent contacts and other parent communication documentation and ideas to strengthen that communication during this semester
- Review procedure for inclement weather days and eLearning days
- Check progress compared to curriculum guide
- Discuss the three month plan/outline to prepare students for state testing
- Set up time and date to meet in February
- List below any other items discussed in your meetings:

Comments:

Please give an estimate of how often you met during the month of January.

Mentor Signature: _____ Date: _____

Mentee Signature: _____ Date: _____

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February

- Review monthly building/district activities
- Update progress on personal or professional development goal/plan
- Discuss upcoming state testing and confirm student accommodations are being met in the classroom that they will receive on the state standardized test
- Review concerns and success of students and possible interventions to start with individual students this semester
- Review positive parent contacts and other parent communication documentation and the impact it may or may not be having on student learning
- Discuss resources to provide to parents to help support their students' learning in the classroom
- Check progress compared to curriculum guide
- Review the three month plan/outline to prepare students for state testing (created at last months meeting)
- Discuss the possibility of visiting other classrooms to watch other teachers craft
- Set up time and date to meet in March
- List below any other items discussed in your meetings:

Comments:

Please give an estimate of how often you met during the month of February.

Mentor Signature: _____ Date: _____

Mentee Signature: _____ Date: _____

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March

- Review monthly building/district activities
- Review notes or instructional strategies witnessed in other teachers classrooms
- Update progress on personal or professional development goal/plan
- Review state standardized testing schedule and ideas for conducive testing environment
- Become aware of professional organizations or outside professional development that may benefit the mentee
- Review positive parent contacts and other parent communication documentation and the impact it may or may not be having on student learning
- Discuss resources to provide to parents to help support their students' learning in the classroom
- Check progress compared to curriculum guide
- Review the three month plan/outline to prepare students for state testing (created at last months meeting)
- Set up time and date to meet in April
- List below any other items discussed in your meetings:

Comments:

Please give an estimate of how often you met during the month of March.

Mentor Signature: _____ Date: _____

Mentee Signature: _____ Date: _____

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April

- Review monthly building/district activities
- Review notes or instructional strategies witnessed in other teachers classrooms
- Update progress on personal or professional development goal/plan
- Review positive parent contacts and other parent communication documentation and the impact it may or may not be having on student learning
- Check progress compared to curriculum guide
- Answer any questions mentee may have heading into the last two months
- Set up time and date to meet in May
- List below any other items discussed in your meetings:

Comments:

Please give an estimate of how often you met during the month of April.

Mentor Signature: _____ Date: _____

Mentee Signature: _____ Date: _____

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May

- Review monthly building/district activities
- Discuss end of the year procedures and closing out the school year
- Update progress on personal or professional development goal/plan
- Ordering procedures for next year
- Check progress compared to curriculum guide
- Answer any questions mentee may have to close out the year
- List below any other items discussed in your meetings:

Comments:

Please give an estimate of how often you met during the month of May.

Mentor Signature: _____ Date: _____

Mentee Signature: _____ Date: _____

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