

Mentor Program for Newly Hired Teachers, August, 2019

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 and allow him/her to have an opportunity to meet with their mentor to 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.

Usually, the principal assigns an experienced teacher to each new teacher for a full academic year.

**The mentor teacher** will assist the new teacher in the understanding of:

1. The layout of the school building.
2. The policies, procedures, routines and resources available.
3. Knowledge to obtain necessary materials for the classroom.
4. Assist the teacher in preparing for the first day of school.
5. Assist teacher with classroom management and discipline advice.
6. Share own knowledge about lesson planning, useful classroom materials, curriculum development and teaching methods.
7. Help teacher learn to meet the procedural demands of the school.
8. Provide moral and emotional support and function as a sounding board for new ideas.
9. Help teacher understand the implications of student diversity for teaching and learning.
10. Support the teacher in self-assessment and reflection on their own practice.

**The mentee teacher:**

1. Use active listening skills during discussions with your mentor. Take notes when appropriate. Ask questions.
2. Receive feedback in a positive attitude.
3. Let your mentor know that you have followed advice and/or suggestions.
4. 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.

Mentor/Mentee Assignment:

Mentor Teacher \_\_\_\_\_ Signature

Mentee Teacher \_\_\_\_\_ Signature

School Year \_\_\_\_\_ School \_

Principal Signature \_\_\_\_\_ Date

## August

- Introduce yourself to the mentee and to staff members in your building.
- Take a tour of the building
- Show location of materials
- Tour teacher workroom
- Review assigned duties & responsibilities
- Debrief staff/ team meetings
- Share teacher dress code (school spirit days, etc.)
- Discuss class schedules
- Review NWEA testing dates and procedures
- Explain procedures (attendance, tardiness, lunch count)
- Discuss arrival / dismissal procedures
- Discuss student dress code & procedures
- Reflect on how to incorporate Catholic Identity into your classroom
- Share building forms (hall pass, nurse, office, etc.)
- Review procedures for fire drill, emergency lock down, etc.)
- Review of AdvancED Accreditation
- Set -up monthly time to meet with mentee, principal, and mentor
- Review Ren Web basics for school programs
- Introduce Mentee to Technology staff for overview of programs

Comments:

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

Mentor Signature \_\_\_\_\_ Date

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

## September

- n Share about how teaching experience is going.
- n Discuss and/or assist in developing goals or professional development plan
- n Review homework policy & share ideas regarding assignment submission
- n Review student make-up work policies
- n Discuss the current Danielson Teaching Framework Module
- n Reflect on Catholic Identity practices (Domain 5) in your classroom
- n Discuss upcoming or completed observations by administrative staff
- n Discuss understanding of how to write weekly lesson plans that focus on student Learning (Domain 1 & 3)
- n Discuss any beginning of the year assessments that need to be administered.
- n Discuss concerns about students who might be struggling & identify interventions
- n Clarify and discuss any points at faculty or grade level meetings
- n Share grading guidelines, deficiency notices, quarterly grades
- n Review grade book & record keeping system (Domain 4)
- n Discuss communicating with parents, upcoming Parent/Teacher conferences
- n Discuss Open House procedures & share ideas
- n Review parent communications, open house, etc.
- n List below any other items discussed in your meeting.
- n NWEA Webinars
- n Set- up a scheduled time to meet as mentor/mentee in October.

Comments:

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

Mentor Signature \_\_\_\_\_ Date

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

OCTOBER

- Share & up- date on what has been happening in classroom
- Review monthly building activities
- Discuss formal observations
- Discuss the Danielson Teaching Framework Module content
- Examine/ discuss classroom management/ discipline plan & maintaining class control
- Offer to Observe Mentee classroom teaching sometime this month.
- Provide feedback to what you observed in the classroom.
- Discuss school holiday/ functions policies (parties, dances, food, activities)
- Reflect on how to make All Saints Day a meaningful celebration in your classroom
- Review grade reporting system & how grade reports will be distributed to parents
- Continue discussion on parent/ teacher conferences & tips in how to conduct
- Discuss potentially difficult conferences & suggest support personnel to attend
- List below any other items discussed in your meeting.
- NWEA Webinars
- Set- up a scheduled time to meet as mentor/ mentee in November

Comments:

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

Mentor Signature \_\_\_\_\_ Date \_\_\_\_\_

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

NOVEMBER

- n Share & up- date on what has been happening in classroom.
- n Review monthly building activities
- n Discuss & share how parent- teacher conferences went (Domain 4)
- n Discuss upcoming observations and formal observations, walk-throughs, etc.
- n Discuss Danielson Framework Module content
- n Discuss time between Thanksgiving & Christmas break and how to keep  
    The students engaged & productive with meaningful lessons and activities
- n Discuss concerns/ successes of students (Domain 1)
- n Discuss procedures for snow day/ delayed starts
- n Appraise instructional pacing together (Domain 3)
- n Review holiday units & activities looking to integrate Catholic Identity
- n Share “tricks of the trade” to get through the upcoming weeks
- n Discuss ways to plan for the upcoming Advent season through lessons & activities
- n Set -up a scheduled time to meet as mentor/mentee in December
- n NWEA Webinar

Comments:

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

Mentor Signature \_\_\_\_\_ Date

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

DECEMBER

- Brainstorm and share ideas of how to plan meaningful, Christ – centered, and engaging activities for the days prior to Christmas break;
- Discuss upcoming observations and formal observations, walk-throughs, etc.
- Discuss Danielson Teaching Framework Module content
- Continue plans for Catholic Schools Week and activities for January
- List below any other items discussed:
- NWEA Webinar
- Set- up a scheduled time to meet as mentor/mentee in January

Comments:

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

Mentor Signature \_\_\_\_\_ Date

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

JANUARY

- Review and discuss first part of the school year. Success and areas of improvement
- Discuss and/or assist in developing personal goal or professional development plan for the second part of the school year.
- Discuss progress of struggling students and review strategies; (Domain 1)
- Examine, adjustments to classes, schedule, seating
- Discuss upcoming observations and formal observations, walk-throughs, etc.
- Reflect on Danielson Framework Module
- Reflect on Catholic Identity goals for classroom and students
- Discuss home communications & ideas to strengthen home/school connections (postcards, e-mail communications, newsletters, tips to parents, etc. )
- Discuss NWEA testing window
- Offer to observe mentee classroom lesson and give feedback
- Set- up a scheduled time to meet as mentor/mentee in February
- List below any other items discussed:

Comments:

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

Mentor Signature \_\_\_\_\_ Date

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

February

- Review monthly building activities
- Discuss learning resources to suggest to parents when they ask how to help  
Support their student's learning
- Review NWEA assessment results
- Reflect on the Danielson framework Module content
- Discuss upcoming observations and formal observations, walk-throughs, etc.
- Offer to observe mentee lesson and offer feedback
- Have mentee observe another teacher's classroom between Feb. & April
- NWEA Webinar discussion
- Set-up a scheduled time to meet as mentor/mentee in March
- List below any other items discussed:

Comments:

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

Mentor Signature \_\_\_\_\_ Date

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



March

- Become aware of professional organizations in your discipline or area of interest.
- Look for upcoming workshops, classes, professional development opportunities.
- NWEA Webinars
- Discuss Danielson Framework Module content
- Reflect on and plan Lenten classroom practices for students
- Review any classroom management concerns, issues or questions
- Set-up a scheduled time to meet as mentor/mentee in April
- List below any other items discussed:

Comments:

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

Mentor Signature \_\_\_\_\_ Date \_\_\_\_

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

## April

- Discuss procedures for end of the year events, ordering, field trips, etc.
- Review information from staff meetings for clarification
- NWEA Webinar
- Danielson Framework Module – discuss content
- Discuss preparation for NWEA assessment window
- Classroom observations and walk-throughs – address any questions/concerns
- Reflection of the school year – areas of strength and needed growth
- Meet with principal, mentee and mentor for reflection of process
- Set-up scheduled time to meet as mentor/mentee in May
- List below any other items discussed:

Comments:

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

Mentor Signature \_\_\_\_\_ Date

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

May

- Discuss procedures for closing up the end of the school year/ room prep
- NWEA assessment window
- Danielson framework module – discuss content
- Ordering procedures for next year
- Review information from meetings for clarification, etc.
- Review all record keeping and documentation requirements
- RENWEB updates
- Summer mailing address and contact info to main office
- Report card / grading issues
- Self- reflection on first year as teacher
- Turn in Mentor/Mentee signed sheets by date indicated
- Celebrate a successful school year!
- List below any other items discussed:

Comments:

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

Mentor Signature \_\_\_\_\_ Date

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

COMPLETION OF THE MENTOR PROGRAM  
FOR NEWLY HIRED TEACHERS

We have completed the year-long mentor process of mentoring. We have met monthly and reviewed all items on the checklists for each month. The mentor booklet has been completed and submitted to the principal for approval and to be added to our files.

Mentor Teacher: \_\_\_\_\_ Signature

Mentee Teacher: \_\_\_\_\_ Signature

School Year the Process was completed: \_\_\_\_\_

Date Submitted:

Principal's Signature: \_\_\_\_\_

Please send a copy of this form only to Julie Link at the Department of Catholic Schools and it will be placed in the new teacher's file at the office. This is critical for the time of recertification through the state of West Virginia. Thank You !

A copy of this booklet is placed in the teacher's personnel file. A copy of this booklet may be retained for the teacher's professional documentation.

(Reviewed 2019)