

Mentor Manual - August Checklist

Attitudes are contagious, is yours worth catching?

- Orientation Day
- Contact New Teacher
- Visit New Teacher's classroom/school - discuss classroom organization/techniques, routines & procedures
- Communicate with New Teacher's Principal
- Encourage New Teacher to familiarize him/herself with his/her Federation and the school-based representative.
- Visit Central Library
- Resources
 - Public Library
 - Museum
 - Curriculum Consultants
 - Northwestern Health Unit
 - First Nations Educations Counsellors
- Program Awareness
 - Learning Through the Arts
 - Risk Watch
 - DARE
 - Swimming Lessons
 - Gymnastics
 - Healthy Lifestyles
 - Character Building/Student Success
 - Discuss School Traditions re: assemblies holiday events
 - Extra curricular
- Visit Leave Forms
- Obtain High School Handbook
- Early Dismissal Days
- Duty Schedule/on call procedures
- Touch base with department head
- Help develop Newsletters - schedule events on calendar
- Make contact with special education resource teachers

Mentor Manual

September Checklist

Do you/we consider students first as the basis for all decision making?

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| <ul style="list-style-type: none"> <input type="checkbox"/> New Teacher needs a First Class account - Go through Principals | <ul style="list-style-type: none"> G Planning: daybook, long range; |
| <ul style="list-style-type: none"> G New Teacher needs a New Teacher Manual | <ul style="list-style-type: none"> G Prepare for Open House |
| <ul style="list-style-type: none"> G New Teacher should ask about staff manual | <ul style="list-style-type: none"> G Attend New Teacher/Mentor P.D. secondary (Marks Book) |
| <ul style="list-style-type: none"> G Assist with classroom set up or help New Teacher connect with someone in his/her school who can assist with the following: <ul style="list-style-type: none"> <input type="checkbox"/> show location of consumable supplies ie: paper, pencils, erasers, notebooks <input type="checkbox"/> show location of curriculum documents and resources <input type="checkbox"/> teach booking procedure for Media Resources, environmental centre, field trips <input type="checkbox"/> office procedures (i.e. money, attendance, PA, photocopier) <input type="checkbox"/> awareness of Math/Literacy/Writing Plans | <ul style="list-style-type: none"> <input type="checkbox"/> Communication with Parents-ongoing G Discuss newsletter format and timing G Kindergarten Screening G Grade 9 EQAO Prep G Grade 3/6 EQAO Prep G Reinforce “Open door policy” Professional Development G Annual Learning Plan – divisional/ Department school goals G Long Range Plans <input type="checkbox"/> Plan for progress reports, mid term Exams/secondary G Secondary Progress Reports G Develop a plan for students whose credits are at risk <input type="checkbox"/> Make contact with Special Ed. resource G Read IEP’s G Student Assessment Records |
| <ul style="list-style-type: none"> G Discuss classroom routines, suggest procedures/seating plans | |
| <ul style="list-style-type: none"> G Review of school staff manual and co-curricular activities | |
| <ul style="list-style-type: none"> G Connect with staff members | |
| <ul style="list-style-type: none"> G Assist with understanding time table, time allocation and duty schedule | |

Mentor Manual - October Checklist

Do you/we address learning needs of all in a creative, flexible manner?

- New Teacher needs a First Class account
- New Teacher needs a New Teacher Manual
- Set up and prepare for “Shadowing Day”
- Meet with New Teacher
- Initiate and complete Annual Education Plan goal setting
- New Teacher registers for E-teacher/Kindergarten report card in service
- Review and revise tracking and assessment strategies
- Prepare for OSR/IEP responsibilities and grade specific requirements
- Prepare for secondary interim reports, provincial tests, midterm exams and parent conferences
- Prepare for elementary Parent/Teacher conferences
- Discuss school traditions and board policies regarding holiday events and activities (i.e. Remembrance Day Activities)
- Support first year teacher after e-teacher workshop
- Reinforce the “open door” policy
- Discuss setup of Exemplars, DRA, CASI, RIC (Elementary)
- EQAO Prep

- Additional Supports:

Mentor Manual - November Checklist

Do you/we ensure the safety and well-being of students and staff?

- New Teacher needs a First Class account
- Planning time for elementary report card completion - book ½ day report card day (mentor)
- Prepare for elementary Parent/Teacher conferences/portfolios
- University applications (Secondary)
- Ideas for Christmas Concert
- Reading/Writing Exemplars completed, DRA completed
- Review safety rules for winter weather conditions
- EQAO prep
- Check when report cards are due in office

Additional Supports:

Mentor Manual - December Checklist

Do you/we ensure that students and staff are treated in an equitable and respectful manner?

- New Teacher needs a First Class account
- Elementary report cards in OSR
- Review protocol for special seasonal activities
- Clean, check procedures for room clean up for a fresh start after the holidays
- Encourage New Teacher to enjoy the holiday season and take a break from any school activities
- Final concert preparation
- EQAO prep

Additional Supports:

Mentor Manual - January Checklist

Do you/we recognize and support the individual needs of learners to reach their potential?

- New Teacher needs a First Class account
- Discuss preparation of Final exams (secondary)
- Prepare 2nd semester course outlines
- Secondary report cards in OSR
- Ongoing Communication with parents
- End of semester planning for secondary
- Review second term tracking and assessment for elementary reporting
- Review SI Plans 1 Long Range Planning
- Review and revise Annual Education Plan (AEP) in consultation with students and parents (grades 7-12)
- Register for February 1, 2005 New Teacher/Mentor Shadowing Day
- Science Fair Preparation if required
- EQAO Prep
- Grade 9 EQAO mathematics exam
- Notify of new hires at Elementary Panel

Additional Supports:

Mentor Manual - February Checklist

Do you/we integrate learning theories with the needs, backgrounds and spiritual/cultural understanding of the learner?

- New Teacher needs a First Class account
- Book 1/ 2 day for report cards (Elementary)
- Plan time to write second term elementary report cards
- Secondary reports go home
- Check IEP's for second semester
- New Secondary hires for second semester should review the September checklist
- Science Fair Preparation if required
- EQAO prep
- Kindergarten Registration
- Secondary book time to shadow mentor
- decide on festival

Additional Supports:

Mentor Manual - March Checklist

Do you/we develop, support, communicate and assess clear, challenging and achievable expectations?

- New Teacher needs a First Class account.
- Elementary report cards done before March break
- Portfolio Celebrations
- Communicate with parents regarding report cards
- Star planning year end activities (i.e. field trips, graduation, awards)
- encourage clean up to start fresh after March Break
- Prepare for Speech Contest/English/French if applicable
- Festival preparations
- Grade 8 High School planning - transition
- High School progress report
- Secondary parent's night
- Grade 10 Literacy test
- EQAO prep
- Enjoy March Break
- Plan for mid terms secondary
- High School course selection sheets due
- Requests for leave due March 31

- Develop a plan for students whose credits are at risk

Additional Supports:

Mentor Manual - April Checklist

Do you/we acknowledge and celebrate individual and group efforts, contributions and successes?

- New Teacher needs a First Class account
- Start planning year end activities (i.e. field trips, graduation, awards)
- Plan and begin preparation for Education Week (first week of May)
- Prepare for mid-terms (secondary)
- New teacher prepares for Education Week activities
- High School mid-term reports
- EQAO prep
- Grade 8 - High School visits
- Course Selection Sheets due
- Transfer requests due April 30th

Additional Supports:

Mentor Manual - May Checklist

Do you/we act both as a team member and a team leader?

- New Teacher needs a First Class account
- Continue planning year end activities (i.e. field trips, graduation, awards)
- EQAO Administration
- IEP reviews/IRRC meeting scheduled
- Order supplies for September 2005
- Prepare for June interruptions
- Prepare/assist New Teacher with possible job changes
- Native Awareness Week
- Education Week
- Book ½ day report card day
- Prepare for Graduation
- Exemplar - Administrating and marking DRA/CASI/Writing Exemplars
- EDI - Screening
- Prepare for exams
- Awareness of Summer Institute

Additional Supports:

Mentor Manual - June Checklist

Do you/we support team decisions/actions once made/taken?

- Finalize year end activities (i.e. field trips, graduation, awards)
- Complete and file IEPs
- Exam preparations (secondary)
- Final reports/sign off OSRs
- Assist/support New Teachers through transition to new school year (i.e. transfers, grade change)
- Deal with June interruptions/extra paperwork
- Communicating with parents re: report cards (no surprises)
- Reflect on your year
- Clean up
- Identify goals for next year
- Exam week - High School
- Graduation - Elementary
- High School

Additional Supports:

