

# COZAD COMMUNITY SCHOOLS

## Mentoring Checklist For Teachers

### Before School Starts

Building/District:

#### **Building Tour**

- Staff introductions
- Supplies
- Equipment checkout: overhead projector, computers, etc.
- Copy machines and procedures
- Lounge, restrooms, vending machines, refrigerators, microwaves
- Mailboxes
- Telephone
- Main Office
- Counseling/ guidance
- Nurse
- Custodians
- Parking
- Map of Building

#### **Community Tour**

- Other buildings in the district
- Administration building
- Local lunch spots
- If new to the community: car repairs, groceries, hardware store, etc.

#### **Building Information**

- Lesson plans
- Extra duties
- Student handbook
- Discipline management procedures
- Dress codes
- Building committees
- Grading procedures
- Announcements
- Schedule
- School Calendar
- Absences
- Substitute procedures
- Forms
- Lunch procedures/setting up account
- Teacher hours
- Building use after hours
- Textbook checkout
- AV equipment checkout
- Classroom and teaching supplies
- Building emergency plans
- Leave forms
- Help Desk
- Setting up ODIE account
- SAT/504 process
- NeSA/ITBS/eDirect

**Classroom:**

**Beginning Class**

- Attendance
- Academic warm-ups (centers and sponges)
- Distributing materials
- Class opening (school/teacher announcements, pledge)
- Seating arrangement
- Daily schedule

## **Procedures**

- Hallway
- Restroom
- Attendance
- School lunches
- Behavior expectations
- Building /team discipline plan
- Parent Contacts
- Emergency contacts
- Dismissal
- Passing out books/supplies
- Turning in work
- Handing back assignments
- Assigning work
- Provisions for absences
- Long-term assignments
- Interim check points for long-term assignments
- Schedule
- Homework assignments (Wednesday night)
- Students marking/grading assignments
- Heading papers
- Use of pen or pencil

- Neatness/legibility
- Incomplete work
- Late work
- Missed work
- Due dates
- Make-up work
- Supplies/bringing materials to school
- Use of manuscript or cursive
- Fire, disaster, safety drills
- Student helpers
- Nurse (when to see)
- Counselors (when to see)
- Study Hall
- Passes

## **Room/School Area**

## **Equipment/materials**

- Teachers desk
- Drinks, bathrooms, pencil sharpener
- Student storage/lockers(location and practice)
- Student desks
- Learning centers, stations
- Playground/ school grounds (rules/assigned areas)
- Lunchroom
- Halls
- Mailboxes (student)
- Building policy on personal property/security

- Technology access
- Media procedures and policy
- Building Personnel (nurse, cafeteria staff, secretary, Information Specialist, custodian(s), Special Education, English Language Learners)

## **Classroom Management**

- Skills of independence
- Conduct and expected behavior
- Teacher/student contracts
- Student movement in room
- Signals for students' attention
- Signals for teacher's attention
- Activities to do when work is completed
- Procedures at centers
- Student participation
- Laboratory procedures
- Expected behavior toward substitute teachers and other adults
- Consequences and rewards
- Building/ team discipline plan

## **Grading**

- Determining grades
- Recording grades
- Grading long assignments
- Extra credit work
- Keeping papers, grades and assignments
- Grading criteria/rubrics
- Progress Reports
- Parent notification of failure

## **Ending Class**

- Putting away supplies and equipment
- Cleaning up
- Organizing class materials and homework
- Dismissing class

## **1<sup>st</sup> Quarter**

### **Classroom:**

- Classroom procedures
- Classroom management techniques
- Lesson planning and lesson plan procedures
- Student progress
- Student assistance
- Home/school communication
- Long range planning
- Substitute procedures and planning
- Field trip procedures

### **Building/District:**

- Open House/ Curriculum Night
- Team/faculty meetings
- Building/district paperwork
- Upcoming events
- Mid-quarter reports
- Progress reports
- Report cards
- District assessments
- Building/district monthly calendar

- Holiday celebrations and building guidelines
- Upcoming classes/seminars/workshops
- Parent/teacher/student conferences
- End-of-quarter procedures

### **Mentoring Discussions:**

- First quarter mentoring goals
- Suggestions for a successful quarter
- Student assessment and grading
- Stress management
- Time management
- Indicators of Effective Teaching
- Reflections on 1<sup>st</sup> quarter experiences
- Teaching milestones

### **2<sup>nd</sup> Quarter:**

#### **Classroom:**

- Classroom procedures
- Classroom management techniques
- Lesson planning and lesson plan procedures
- Student progress
- Student assistance
- Home/school communication

#### **Building/ District:**

- Team/ faculty meetings
- Building/district paperwork

- Upcoming events
- Mid-quarter reports
- Progress reports
- Report cards
- District assessments
- Building/ district monthly calendar
- Holiday celebrations and building guidelines
- Upcoming classes/seminars/workshops
- Snow day procedures
- End-of-semester procedures

### **Mentoring Discussions:**

- Second quarter mentoring goals
- Suggestions for a successful quarter
- Student assessment and grading
- Stress management
- Time management
- Indicators of Effective Teaching
- Reflections on 2<sup>nd</sup> quarter experiences
- Teaching milestones

### **3<sup>rd</sup> Quarter**

#### **Classroom:**

- New semester classes (secondary)
- Classroom procedures
- Classroom management techniques
- Lesson planning and lesson plan procedures
- Student progress



- Student assistance
- Home/school communication
- Long range planning
- NeSA procedures

**Building / District:**

- Team/faculty meetings
- Building/ district paperwork
- Upcoming events
- Mid-quarter reports
- Progress reports
- Report cards
- District assessments
- Building/ district monthly calendar
- Holiday celebrations and building guidelines
- Upcoming classes/seminars/workshops
- Parent/teacher/student conferences
- End-of-quarter procedures

**Mentoring Discussions:**

- Third quarter mentoring goals
- Suggestions for a successful quarter
- Student assessment and grading
- Stress management
- Time management
- Indicators of Effective Teaching
- Reflections on 3<sup>rd</sup> quarter experiences
- Teaching milestones

## **4<sup>th</sup> Quarter**

### **Classroom:**

- Classroom procedures
- Classroom management techniques
- Lesson planning and lesson plan procedures
- Student progress
- Student assistance
- Home/school communication
- Long range planning for next year
- Last day/week of school

### **Building / District:**

- Team/ faculty meetings
- Building/ district paperwork
- Upcoming events
- Mid-quarter reports
- Progress reports
- Report cards
- District assessments
- Building/district monthly calendar
- Holiday celebrations and building guidelines
- Upcoming classes/seminars/workshops
- End-of semester procedures
- End of year procedures/ activities

### **Mentoring Discussions:**

- Fourth quarter mentoring goals
- Suggestions for a successful quarter

- Student assessment and grading
- Stress management
- Time management
- Indicators of Effective Teaching
- Reflections on 4<sup>th</sup> quarter experiences
- Teaching milestones
- Classroom goals for next year