

Elementary Content Mentors Checklist 2015-2016

On the second day of New Staff Induction Week (NSIW) - New teachers will be meeting for a day with a content mentor. Content mentors should focus on the following items, and any other items he/she feels necessary for a successful beginning to the school year. After the completion of the activities, both the new teacher and content mentor should initial the last column. The content mentors should plan on meeting with the new teacher at least once per month to cover the items listed on the table that follows. ***Both should initial once list is completed.***

Time frame	Activities	Initials
<p>During NSIW August 18, 2015 1:00 pm - 3:30 pm</p>	<p>Please review the following information with your new teacher as they pertain to your grade level or content area.</p> <ul style="list-style-type: none"> ● Classroom and team procedures ● Back to School Open House - time, expectations, what to prepare ● Class Lists ● Supplies - (Schoolwide, Classroom, Co. To Classrooms, etc.) ● Classroom Schedule (Library/Computer Lab Visits) ● Find & Review Standards & Curriculum Resources ● Plan first few weeks of school together ● Procedures <ul style="list-style-type: none"> ○ Classroom procedures as they relate to routines ○ Parent Volunteer expectations and suggestions ○ Transportation - Arrival and Dismissal Procedures ○ Lunchroom and Recess Procedures ○ Field Trips ○ Behavior Management Procedures/Discipline Policies in and out of the classroom ○ Discuss needs for getting room ready for the first day of school ○ Attendance Procedure ○ Intervention/EL/Specialists Programs and Schedules 	
<p>Before School Starts</p>	<p>Many of these items will come up during team planning. If not, please make time to go over these topics with your new teacher before school starts.</p> <ul style="list-style-type: none"> ● Support in getting classroom operational <ul style="list-style-type: none"> ○ Suggestions for set-up, morning procedures, lunch count, etc. ○ Managing students' school supplies ○ Paperwork Management Systems ○ Overview of acronyms (PLC, PRF, EBD, RTI, etc.) ○ Gradebook/record keeping system ○ Lesson Plan system <p>Assessments (MAP, MCA, DRA, K-Test, Running Records, DIBELS, etc.)</p> <ul style="list-style-type: none"> ● Fire and Emergency Drill Procedures ● Severe Weather Procedures ● Procedures for Nurse's Office ● Permanent Record Folder Procedures (PRF) Take time to review them. ● Committees and Instructional Coordinator contacts (district & building) ● Communication Expectations - Home to School 	

Before the End of September

Before the End of October

- Communication cont.
 - Academic Feedback
 - Website, Newsletters, E-mail, Phone Calls, other uses of technology
 - School Homework
 - Translator Use
- Accountability Procedures
 - PLC's, Q-Comp, Principal Observations

 - Data Site (provide access/information, bookmark it)
 - How to Add Data
 - Review Multiple Measures Page
 - Current Class Data
- Teacher Absence Procedures
 - Using Aesop/MyLeave (bookmark it)
 - Building Procedure for Students/Teacher
 - How to Prepare for a Guest Teacher
 - Sample Lesson Plan
 - Prepare Folder/Binder/Tub
- Resources and Equipment
 - SMARTboard, ELMO, Projector, I-Pads, Kindles, I-Pods, Computers, Laptops, etc.
 - Guided Reading Materials, Teacher Resource Books, Intervention Resources, etc.
 - Please bookmark the following sites for them:
 - K-5 Curriculum Wiki
 - Google Apps
 - Staff Development Site
 - TIES Attendance/Report Cards/My View
 - Raz-Kids
 - Brain Pop and Brain Pop Jr.
 - Health Teacher
 - Any other sites frequently used like Rand Mc Nally, Xtra Math, IXL
- Curriculum Night/Parent Info. Night?

- Community Resources/Volunteers
- Procedures for Assemblies
- Follow up on all previous items
- Check in on classroom management
- Find out how things are going with lesson Implementation, supplies, classroom procedures
- Discuss use of any fall assessments
- Procedures for TAT/SST/PST at your building
- Fall Party Procedures
- Conferences Expectations (work to collect, assessments to share, scheduling, dinner, etc.)
- Check in on lesson implementation, supplies, classroom procedures, classroom management

- Special Celebration Days (Muffins with Moms, Donuts with Dads, Grandparents Day, etc.)
- Check in on lesson implementation, supplies, classroom procedures, classroom management

- Review Mid-Year Assessments/ Rubrics & Grading

Before the End of November	<p>Procedures</p> <ul style="list-style-type: none"> • Winter Parties/Winter Break Homework • Check in on lesson implementation, supplies, classroom procedures, classroom management 	
Before the End of December	<ul style="list-style-type: none"> • Reporting Procedures • Check in on lesson implementation, supplies, classroom procedures, classroom management 	
Before the End of January	<ul style="list-style-type: none"> • How to use Mid-Year assessment information for instructional planning • Check in on lesson implementation, supplies, classroom procedures, classroom management 	
Before the End of February	<ul style="list-style-type: none"> • Testing Procedures (MCA, MAP, etc.) • Plan for spring conferences (data collection, student work, summer school referrals) • Check in on lesson implementation, supplies, classroom procedures, classroom management 	
Before the End of March	<ul style="list-style-type: none"> • Review Testing Procedures (MCA, MAP, etc.) • Check in on curriculum implementation, supplies, classroom procedures, classroom management 	
Before the End of April	<ul style="list-style-type: none"> • End of the Year Preparations • Assessments • PRFs • Reporting 	
Before the End of May	<ul style="list-style-type: none"> • Clean up/Check out Procedures • End of the year activities and events 	

Please bring completed form to Seminar on May 19th.