ART Mentor Checklists

AUGUST GUIDE FOR THE INITIAL MEETING WITH PROTEGES

OVERVIEW: The mentor’s job for the first meeting with his/her protégé is to help the new teacher:
1. Plan for the first weeks of school.
2. Gain an overview of SOL’s and SOA’s that will guide short and long-range planning and pacing.
3. Establish classroom routines, procedures, and expectations that will serve as a foundation for the year.
4. Find and organize materials and resources.
5. Understand the role of other professionals - art supervisor, department chair or SALT, teaching assistants, TRT, counselor, mentor, lead mentor
6. Answer questions.

☐ THE BUILDING and GENERAL PREPARATION  (If your protégé attended the Beginning Teacher Institute August 9-10, the lead mentor at your school went over this section with your protégé.)
   o Office personnel - who’s who, where are they and what exactly do they do?
   o Tour - work room, lounge, book room, mailboxes, office, students, records, library, computer lab, etc.
   o Equipment - where to find it and how to use it.
     • “Equipment etiquette”
     • Art equipment replacement is done through central office.
   o Building procedures
     • Duties
     • Hours
     • Emergency drills
     • Schedules
     • Meetings
     • Policies (dress code, extracurricular attendance, etc.)
   o Room arrangement
   o Kiln safety – review kiln safety in curriculum guide
   o Itinerant teachers
     • Locate best travel routes to schools and meet all teachers in the department
     • Know the process for submitting mileage forms
   o Open House and/or back-to-school night
     • Know what is expected of you
     • Storage area
     • Materials no closer than 24 inches from the ceiling
     • Check with building contact for any updates regarding fire codes
CURRICULUM AND INSTRUCTION

- Setting up plans according to Principal and county expectations
- Ordering Supplies
- Plans for the first day
  - Plans for the first week(s)
    - Teach your protégés to do backward planning - Plan with the End in Sight!
    - Help select what will be assessed.
- Review community art exhibit calendar
- Grading procedures and policies - Phoenix
  - Refer to report card manual
  - Remind new teachers of the number of grades that your administrator requires each week/grading period. Interims will be a month away and they need to know how to be prepared.
- SOL’s and Standards of Achievement
  - Make sure they keep relevant curriculum guides, resources, and pertinent documents at their fingertips.
- Resources - know how to access information from Intranet: calendar, exhibits, etc.
  - Review the difference between consumable and non-consumable materials
- Displaying art work
  - Work with principal to locate display galleries.

ORGANIZATION

- Help them label folders to contain information that they will receive in the first couple of weeks…parent correspondence, principal memos, inventory, art calendars, budget, seating charts, awards, etc.
- Files, binders
- Supplies
  - Inventory current supplies
  - Check your per pupil allotment with the school bookkeeper and principal for consumable and non-consumable items (refer to appropriated online budget).
  - Understand supply order process.
  - Order materials 9 weeks ahead.
  - Be aware of safety guidelines.
- Special Needs
  - Know which students need accommodations.
  - Be aware of health issues and allergies.
CLASSROOM MANAGEMENT

- Know about school-wide discipline plans.
- Procedures - how will things get done?
- Routines - what do you want your students to do daily without needing to ask for directions?
- Know if/when paraprofessionals will be coming into classroom with students.
- Know the school and county policy for classes missing art: field trips, assemblies, parties.
- Setting rules and consequences for infractions.
- Awareness of Religious and Cultural Diversity
- Documentation
- Procedure for work order to repair equipment—know the school contact person

PREPARE FOR NEXT MONTH

- Set the date of your September meeting today! Set the dates for EACH monthly meeting as soon as possible.
- Suggest ideas for Back-to-School events, responding to parents’ questions, and ways to have art from each student displayed. Have a sign-up sheet for Parent Volunteers. Look for experts!
- August 24 - First Day of School for Students
- September 4 - Holiday (Labor Day)
SEPTEMBER

The first 5 topics are top priority for EACH month:

1. **Check on pacing, planning, and grading.**
   - Protégés are to come prepared to discuss lesson plans for the month and review the principal’s and county’s requirements. Make sure that pacing is on-target for this month.
   - Review curriculum guide to prepare for the month ahead.
   - Discuss the way your department assesses and determines grades and records in Phoenix.

2. **Collaborate - share ideas, instructional strategies, units, and projects for the following month. Focus on the development of big ideas for lessons.**

3. **Discuss and problem solve specific issues** (items that are specific to each protégé).

4. **Discuss classroom management**

5. **Procedures and routines** - make sure that they are established and are working successfully. If not, brainstorm ideas and options. Areas of focus include school-wide plan, record keeping, infractions of classroom rules, and hierarchy of consequences.

**□ ESTABLISHING RELATIONSHIPS**

- Introductions
- Establish the expectations of the mentor/protégé relationship
  - Methods of communication
  - Schedule (mentoring meetings)
  - Answering questions
- Professional Relationships - teams, paraprofessionals, administrators, etc. (see “C” in Mentor Competencies)
- Know the schools in your cluster.
- Attend cluster art meetings.

□ **CURRICULUM AND INSTRUCTION**

- Setting up a plan book according to principal’s expectations.
- Plans for the first day according to principal’s expectations.
- Plans for the first week(s).
- Assist your protégés with backward planning - according to principal/team expectations: plan with the end in sight.
- Interims/Comments
- Grading procedure and formative and summative assessments.

CAPTURING THOUGHTS!

All teachers who are new to LCPS received a small notepad in their T.L.C. welcome bag. Ask your protégés to jot down questions and ideas to share with you and other colleagues. We know how fleeting thoughts can be during the fast pace of a school day!
Observations (usually informal for the first month, but mentors need to be informed of the principal’s expectations).
   - Go over what your principal will look for in an observation, whether an informal walk-through or a formal evaluation.

Build classroom community
   - Ice breakers
   - Getting-to-know-you activities
   - Help identify what will be assessed, according to department/team expectations.

Hard copy and electronic resources - pacing guide, SOL’s, curriculum maps, textbooks, instructional software: Safari Montage, Brain Pop etc.
   - Guide the protégés on where to find the necessary resources and how to use them.
   - Highlight the importance of keeping relevant documents at their fingertips.

Grading and assessment
   - Familiarize protégés with grading timeline.
   - Remind protégés of the number of grades that your administrator requires each week/grading period. Interims are only a few weeks away; assist protégés with being prepared.
   - Phoenix: Gradebook and parent portal
   - Provide ideas and samples

VISION
SOL’s and benchmarks
   - Make sure they keep relevant curriculum guides and documents at their fingertips.

Instructional supplies - what do you need? Where can you find it?

Special Education
   - Case Manager; SPED AP; SALT, (Subject Area Lead Teacher)
   - IEP’s - where are they and why are they important (Phoenix)
   - Team teaching/co-teaching
   - School within a school (SWIS).

**ORGANIZATION**
   - Check to see that documents and other information are saved and filed correctly.
   - Room Organization - Keeping class projects organized
   - Supplies - need anything?
   - IEP’s
     - Make sure that IEP’s of students in art class have been read and are understood for appropriate accommodations
   - Sub folder - show an example
Non-instructional duties

Communication
- Share good news with parents!
- Make sure that parents know about Community Art Events.
- Provide art success for the school newsletter
- Share art events with Wayde Byard, LCPS Public Information Officer, that **you have had approved by your principal** and would like to be featured on the LCPS web page.
- Art Gallery on a web page may only include a child’s first name (check list of those students who may not have work displayed)
- Web Page (CMS) - provide assistance and ideas (keep it simple!)
  - Know county expectation for web pages; for example, Bio in 3rd person
  - Newsletter

Back-to-School Night
- Provide ideas within the framework of the principal’s guidelines: Agenda, schedule, volunteer sign-up sheet, curriculum information, homework policy, tests, planners, textbooks, etc.
- Explain that it is important to “Stick to the facts”; never make broad or subjective statements such as “This class is not very motivated.”

Technology
- Checking Outlook and Pheonix regularly? Do they know how to check it from home? [https://webmail.lcps.org](https://webmail.lcps.org)
- Make folders in Phoenix to organize important messages.
- **MyLearningPlan** - If you think a protégé needs assistance with Classroom management, there are monthly workshops that focus on this area.
- Have a safe place to keep passwords.
- **Safari Montage** has great videos!

Receipts - hold onto them for tax purposes and reimbursement (Check with bookkeeper before making a purchase.)

Parent Volunteers
- Contact the parent volunteer coordinator at your school to provide assistance.

Celebrate success!

Questions and concerns

**LOOKING AHEAD**
- Provide ideas for P-T conferences.
- Review information regarding interims.
- October is Disabilities Awareness Month
- **October 9** - **Holiday** (Columbus Day)
- **October 23** - **Student Holiday** (Staff Development)
- **November 3** – End of First Grading Period

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OCTOBER

The first 4 topics are top priority for EACH month:

1. Check on pacing, planning, and grading.
   - Protégés are to come prepared to discuss lesson plans for the month and review the principal’s and county’s requirements. Assist with planning.
   - Make sure that pacing is on-target for this month.
   - Review curriculum guide to prepare for the month ahead.
   - Discuss the way your department assesses and determines grades and records in Phoenix.

2. Collaborate - share ideas, instructional strategies, units, and projects for the following month.

3. Discuss and problem solve specific issues (items that are specific to each protégé).

4. Discuss Classroom Management
   - Procedures and routines - Make sure that they are established and are working successfully. If not, brainstorm ideas and options. Areas of focus include school-wide plan, record keeping, infractions of classroom rules, and hierarchy of consequences.

☐ RELATIONSHIPS
   o Special Education concerns, speak to case managers
   o Talk to principal, classroom teacher, special ed. coordinator and/or guidance counselor

☐ CURRICULUM AND INSTRUCTION
   o Grading and Assessment
     - Determining Grades – formative and summative assessment
     - Preparation of interims
     - Differentiation - how to plan and carry out differentiated instruction
   o Observations
     - Formal - How to prepare, what the principal will expect and look for
     - Informal observations with mentor - take turns observing one another
   o Communication
     - Web Page - provide assistance if necessary.
     - Newsletters - Share examples
     - Parents - ask about parent contacts.
     - Developing community partnerships
     - Be aware of PTO/PTA relationships and resources.
Displays
- Simple, stress-free solutions to changing displays of student work and/or bulletin boards
- Refer to County’s Community Art Calendar
- Appropriate display and presentation - refer to exhibit section of curriculum guide
- Take photos of your displays for your professional portfolio

Opt-out form - explain the procedure for experienced teachers to opt out of the mentor program.

Celebrate success!

Questions and concerns

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LOOKING AHEAD

- **November 6-7 - Student Holiday**  (Planning/Records/Conference Days)
- Help your protégés plan for American Education Week. **Nov. 13 - 17, 2016**
- Help them prepare for extended vacations that are sometimes taken by students in November and December….What are their responsibilities for make-up work, preparing assignments ahead of time?
- **Thanksgiving Break is November 22 - 24!**
NOVEMBER

The first 4 topics are top priority for EACH month:

1. Check on pacing, planning, and grading.
   - Protégés are to come prepared to discuss lesson plans for the month and review the principal’s and county’s requirements.
   - Make sure that pacing is on-target for this point in the year.
   - Use curriculum guide to prepare for the month ahead.
   - Discuss the way your department assesses and determines grades and records in Phoenix.

2. Collaborate - Share ideas, instructional strategies, units, and projects for the following month.

3. Discuss and problem solve specific issues (items that are specific to each protégé)

4. Discuss Classroom Management

☐ RELATIONSHIPS
   o Parent Conferences - Be prepared! Discuss possible scenarios.
   o American Education Week, Nov. 13-17
   o MyLearningPlan - They may not have used it since the beginning of the year and should occasionally check to see if there are workshops and classes that would be helpful in their Professional Development.
   o Recertification points
     - 180 points needed in a cycle-how to get them, how to keep track of them
     - Those on a Provisional license need to stay closely in touch with the school’s Licensure Specialist.
     - Make sure protégés know the name of your school’s Licensure Specialist.

   o Stay informed of the art calendar

   o Celebrate success!

   o Questions and concerns

LOOKING AHEAD!

- December is often the month when new teachers hit a “low”. Watch for signs of burn-out. Perhaps you can have your next meeting at a restaurant or plan a joint meeting with another mentor and his/her protégés!
- December 18 - January 1 - Winter Break  (Classes resume Tuesday, January 2, 2018)
DECEMBER

The first 4 topics are top priority for EACH month:

1. **Check on pacing, planning, and grading.**
   - Protégés are to come prepared to discuss lesson plans for the month and review the principal’s and county’s requirements.
   - Make sure that pacing is on-target for this point in the year.
   - Use curriculum guide to prepare for the month ahead
   - Discuss the way your department assesses and determines grades and records in Phoenix.

2. **Collaborate - share ideas, instructional strategies, units, and projects for the following month.**

3. **Discuss and problem solve specific issues** (items that are specific to each protégé).

4. **Discuss Classroom Management**
   - Dealing with stress
   - Holidays
     - Awareness of various religious holidays and customs which may affect students
     - Understanding of your school’s policies for holiday displays
   - [MyLearningPlan](#)
     - Interested in enrolling in a class or workshop for second semester?
   - Probation
     - Even though your principal cannot officially tell you that your protégé is going to receive “Mid-Year Support”, you can probably read your protégé well enough to know that there is a problem. If you haven’t already, schedule a time to visit each other’s classrooms.
   - Celebrate success!
     - Questions and concerns

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**LOOKING AHEAD**

- Make sure your protégés do not return from Winter Break to piles of paper. Take some time to help them file what is important and toss what is not.
- **December 18-January 1 - Winter Break**
  - Classes Resume Tuesday, January 2
- **January 15- Holiday** (Martin Luther King, Jr. Day)
- **January 26 – End of Second Grading Period.**
- **January 29 - Moveable Student Holiday** (Planning/Records/Conference Day)
JANUARY

*The first 4 topics are top priority for EACH month:*

1. **Check on pacing, planning, and grading.**
   - Protégés are to bring plan books to the meeting. Make sure that pacing is on-target for this point in the year.
   - Use curriculum guide to prepare for the month ahead
   - Discuss the way your department assesses and determines grades and records in Phoenix.
2. **Collaborate--Share ideas, instructional strategies, units, and projects for the following month.**
3. **Discuss and problem solve specific issues (items that are specific to each protégé)**
4. **Discuss Classroom Management**
   - Semester Deadlines
   - Exams—M.S. and H.S.
   - Report Cards - review grading and report procedures
   - Rosters and Schedules (for those who have a change for second semester in M.S. & H.S.)
   - Course Recommendations for next year—M.S. and H.S.
     - Prepare for transition Example: Arrange for M.S. art students to visit art shows at cluster High School
   - Replenishing supplies
   - Celebrate success!
   - Questions and concerns

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**LOOKING AHEAD**

- Time to begin thinking about the LCPS Art Festival in **May**!
- February – Black History Month
- **February 19 - Holiday** (Presidents’ Day)
FEBRUARY

The first 4 topics are top priority for EACH month:

1. **Check on pacing, planning, and grading.**
   - Protégés are to bring plan books to the meeting. Make sure that pacing is on-target for this point in the year.
   - Use curriculum guide to prepare for the month ahead
   - Discuss the way your department assesses and determines grades and record in Phoenix.

2. **Collaborate--Share ideas, instructional strategies, units, and projects for the following month.**

3. **Discuss and problem solve specific issues** (items that are specific to each protégé).

4. **Discuss Classroom Management**
   - Differentiation - what is the evidence of differentiation in the plans and in the classroom?
   - *MyLearningPlan* - make sure they know how to keep track of recertification points in “My Profile”.
   - Black History Month
   - Celebrate success!
   - Questions and concerns

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**LOOKING AHEAD**

- Prepare for Youth Arts Month
- Plans to Melissa Pagano for Y.A.M. outlining events to be highlighted on LCPS web page.
- **March 2, 2018** – Read Across America Day
- **March 26-30** – Holiday (Spring Break)
MARCH

*The first 4 topics are top priority for EACH month:*

1. **Check on pacing, planning, and grading.**
   - Protégés are to bring plan books to the meeting. Make sure that pacing is on-target for this point in the year.
   - Use curriculum guide to prepare for the month ahead
   - Discuss the way your department assesses and determines grades and record in Phoenix.

2. **Collaborate--share ideas, instructional strategies, units, and projects for the following month.**

3. **Discuss and problem solve specific issues** (items that are specific to each protégé).

4. **Discuss Classroom Management**
   - Transfer - refer protégés to the LCPS web page for an explanation of the process.
   - Observations - make sure protégés are prepared for a formal observation by your principal.
   - Youth Art Month
   - Continue preparing for Spring Art Festival
   - Celebrate success!
   - Questions and concerns

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**LOOKING AHEAD**

- **April 2** – **Student Holiday** (Staff Development)
- **April 6** – **End of Third Grading Period**
- **April 9** – **Student Holiday** (Planning/Records/Conference Day)
The first 4 topics are top priority for EACH month:

1. **Check on pacing, planning, and grading.**
   - Protégés are to bring plan books to the meeting. Make sure that pacing is on-target for this point in the year.
   - Use curriculum guide to prepare for the month ahead.
   - Discuss the way your department assesses and determines grades and record in Phoenix.

2. **Collaborate--Share ideas, instructional strategies, units, and projects for the following month.**

3. **Discuss and problem solve specific issues** (items that are specific to each protégé)

4. **Discuss Classroom Management**
   - SOL testing schedule and how it affects your schedule and planning
   - Maintain expectations in behavior and quality of work
   - Replenish needed items
     - Know per pupil allotment
     - Know inventory
     - Know your curriculum
   - Earth Day is Sunday, April 22
   - Celebrate success!
   - Questions and concerns
   - ________________________________

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**LOOKING AHEAD**

- Art Show Crunch Time!
  - Have volunteers in place
- **May 28 - Holiday** (Memorial Day)
- SOL tests are next month.
MAY

*The first 4 topics are top priority for EACH month:*

1. **Check on pacing, planning, and grading.**
   - Protégés are to bring plan books to the meeting. Make sure that pacing is on-target for this point in the year.
   - Use curriculum guide to prepare for the month ahead
   - Discuss the way your department assesses and determines grades and record in Phoenix.
2. **Collaborate - Share ideas, instructional strategies, units, and projects for the following month.**
3. **Discuss and problem solve specific issues** (items that are specific to each protégé)
4. **Discuss Classroom Management**
   - Deadlines for 4th Quarter
   - Spring Art Festival!
   - Close-down procedures
   - Teaching suggestions for end of the year!
   - Know about all of your school’s end-of-year activities and how they affect your schedule; for example, field day, SOL testing schedule, graduation, etc.
   - Memorial Day is May 28. Use a video from one of the following sites.
     - [Safari Montage](#)
     - [www.history.com](#)
   - Celebrate success!
   - Questions and concerns

![](image)

**LOOKING AHEAD**

- **June 13 – Last Day of School** for Students/End of Fourth Grading Period!
- **June 14 and 15** - Planning/Records/Conference Days
- The last day for teachers is June 15!
JUNE

The first 4 topics are top priority for EACH month:

1. REFLECTION! REFLECTION!! REFLECTION!!!
   - What was the best part of the school year?
   - What was the most difficult part of the year?
   - What will be done differently next year? (Take notes so your protégé will remember his/her ideas!)
   - What can be done over the summer months?
   - What Professional Development should be planned for the future?

2. Grades
3. Collaborate--Share ideas for the following year.
4. Discuss and problem solve specific issues (items that are specific to each protégé)
   - End-of-Year Checklists
   - Issues specific to content
   - Transitioning of students
   - Total clean-up and organization
   - Inventory
   - Celebrate success!
   - Questions and concerns

LOOKING AHEAD

- Help your protégés set goals for next year.