Music Mentor Checklist

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 week of school
2. establish classroom routines, procedures, and expectations that will serve as a foundation for the year
3. find and organize materials and resources
4. prepare a positive environment
5. gain an overview of SOL’s that will guide long-range planning and pacing
6. understand the role of other professionals with whom you will work - IFT, counselor, paraprofessionals, supervisor, department chair, SALT, etc.
7. 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.)

- Tour - Work Room, Lounge, Book Room, Mailboxes, Office, Computer Lab, Students’ Records, etc.
- Personnel - Who’s who, where are they and what exactly do they do?
  ○ Team and department
  ○ Lead Mentor in home school
  ○ Mentor
  ○ School Office
  ○ Central Office – Michael Pierson, Music Supervisor, 571-252-1420
    • Elaine Stanford, Music Specialist

- Itinerant teachers
  ○ Locate best travel routes to schools and meet all teachers in the department (Use a School Locator)
  ○ Know the process for submitting mileage forms
- Equipment
  ○ Where to find it, how to use it
  ○ “Equipment etiquette”
- Check Facilities - room, stage, sound system, storage
- Building Procedures
  ○ Duties
  ○ Hours
  ○ Sign-out
  ○ Emergency drills
  ○ Schedules
  ○ Meetings
  ○ Policies (dress code, extracurricular attendance, etc.)
- Open House and/or Back-to-School Night
  ○ Know what is expected of you
- Elementary - 9-week News

Plan your room arrangement without moving a chair!

http://teacher.scholastic.com/tools/class_setup/
□ H.S.- Booster Club - Check with Principal how the club is organized
□ Process for scheduling buses
□ Know the students with health issues including allergies and seizures
□ Put dates on your calendar for Mr. Pierson’s meetings! (See calendar in packet provided by Mr. Pierson.) Also available online in the VISION site for the music department.

ROOM SET-UP

□ Supplies - What do you need? Where can you find it?
□ How to work the sound system and microphones
□ Displays and Bulletin Boards
  □ Rules
  □ Music motivational posters
□ Organization
  □ Instrument and music storage
  □ Practice charts
  □ Class rosters
  □ Band routines

CURRICULUM AND INSTRUCTION

□ Setting up plan book according to Principal’s expectations
□ Plans
  □ Plan for the first day
  □ Plan for the first week
  □ Teach your protégés to do backward planning in preparation of their programs…Plan with the end in sight!
  □ Obtain the calendar of activities and a schedule of programs as soon as possible
  □ EVERY program needs to be approved by your principal!
□ Grades
  □ 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.
□ Rubrics for student assessment
□ Resources - pacing guide, SOL’s, curriculum maps, textbooks
  □ When hard copies of the curriculum guides are not available, instruct them on the steps to access the documents from the intranet.
  □ Music Books (Elem. and M.S.) - What’s needed, where to find them and how to organize them
□ Organization - files, binders
  □ Help them label folders for important information (parent correspondence, principal memos, faculty meetings notes, recertification, etc.)
□ Special Education
  □ IEP’s - What accommodations are needed?
  □ Contact Information
  □ Safety concerns - Example: Is a ramp needed? Health issues?
  □ Assistants accompanying students - plan for their responsibilities
CLASSROOM MANAGEMENT

- Procedures - How will things get done? Example: How will a student receive a grade if on extended medical leave? How will students be dismissed for drinks and the bathroom?
- Routines - What do you want your students to do daily without needing to ask for directions? Example: How to get an instrument; How to care for an instrument.
- Setting rules and consequences for infractions
- Keeping all students active and engaged
- Learn names of students as quickly as possible. Research shows this highly impacts a teacher’s ability to set a positive tone.

SPECIFIC ISSUES

- Awareness of Religious and Cultural Diversity
  - Assisting non-English speaking students
  - Using knowledge of diversity when planning programs
- Discuss the benefits of professional organization memberships, such as the MENC-Music Educational National Conference
- Questions and concerns

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 Open House and/or Back-to-School.
- August 24 – First Day of School for Students
- September 4 – Holiday (Labor Day Holiday)
SEPTEMBER

The first 4 topics are top priority for EACH month:

☐ 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 SOL Guide to plan for the month. SOL information is on the Department of Education web site. [http://www.pen.k12.va.us/](http://www.pen.k12.va.us/)
   - Find out what units are being taught in other subject areas for each grade level so that topics and themes can be integrated into Music plans.
   - Discuss the way your department assesses and determines grades.

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

☐ Discuss and Problem Solve Specific issues (items that are specific to each protégé)

☐ Discuss Classroom Management

CURRICULUM AND INSTRUCTION

☐ Interims/Comments - know the school requirements
☐ Phoenix
☐ Assessment – Make sure protégé understands the following:
   - Formative
   - Summative
   - Recording grades
   - Rubrics and tests used
   - Practice charts
   - Participation
   - Beware of subjective assessments; they may be challenged

☐ Observations (usually informal for the first month, but protégés 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.
   - This is a great time to schedule visits to each other’s classrooms.

ORGANIZATION

☐ Interruptions to schedule - Examples: Assemblies, parties, field trips, etc. may interfere with plans.
☐ Supplies - need anything?
☐ IEP’s  
  o Make sure that IEP’s have been read and are **understood**.

☐ Sub folder - show an example  
  o Plans should be easily accessible in case of an emergency, not just planned absences  
  o Schedule  
  o Emergency procedures  
  o Activities and games  
  o Equipment - access and lock-up

**SPECIFIC ISSUES**

☐ Non-instructional duties  
☐ Resources  
  o Make sure they have necessary resources and know how to use them.  
  o Teacher stores, music stores  
  o Production centers are located at Briar Woods High School and Loudoun Valley High Schools. They are open from 2:30 to 4:30 Monday through Friday during the school year.

☐ Documents to be sent to Mr. Pierson - schedule, mileage report, concert schedule  
☐ Receipts - hold onto them for tax purposes

**COLLABORATION**

☐ Communication with parents (Make sure written communication is proofread by someone else and approved by principal or designee.)  
  o Newsletter - show sample  
  o Web Page (CMS) - provide assistance and ideas (keep it simple!)  
  o 9-week plans  
  o Phone Calls - document the date, time, and topic and file in folder marked “Parent communication”  
  o Emails - they should refer to times the teacher is available to conference and not specifics that should be discussed one-on-one. A rule of thumb that they should follow…“Would I want the email shared with everyone?”

☐ Back-to-School Night  
☐ Professional Relationships - Teams, Paraprofessionals, Administrators, TRT’s (Now called IFT’s), etc. (see “C” in Mentor Competencies in the LCPS Mentor binder)  
  o Special assistance should be given to new teachers who have teacher assistants in the classroom…clearly defining roles and responsibilities.
☐ Technology
  o Check and respond to email regularly. Do they know how to check it from home?
  o Make folders in Outlook to organize important messages
  o **VISION LCPS Music Department Site**
  o *MyLearningPlan*
  o Intranet - how to find curriculum and pacing guides, content newsletters, field trip forms, etc.
  o Have a safe place to keep passwords.
  o Web Page
    • Bio in 3rd person
    • Newsletter - include performance calendar

☐ Support the PTO/PTA by joining!

☐ Celebrate Success!

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**LOOKING AHEAD**

- Honors Choral Audition
- Marching Festivals
- Review information regarding interims.
- **October 9 - Holiday** (Columbus Day)
- **October 23 – Student Holiday** (Staff Development Day)
OCTOBER

The first 4 topics are top priority for EACH month:

☐ Check on pacing, planning, and grading.
  o Discuss the way to determine grades for the first 9-weeks.
  o Plan for the month
  o Discuss the way your department assesses and determines grades.
☐ Collaborate - Share ideas, instructional strategies, units, and projects for the following month.
☐ Discuss and Problem Solve Specific issues (items that are specific to each protégé)
☐ Discuss Classroom Management

CURRICULUM AND INSTRUCTION

☐ Report Cards
  o Procedure for completing the reports correctly
  o Samples of comments when applicable
  o Make sure someone proofreads your protégés’ report cards.
☐ Differentiation - how to plan and carry out differentiated instruction
  o Remind the protégés to check IEP’s for accommodations.
☐ Prepare for All-county Choral auditions that will be held in November
☐ Observations
  o Formal - How to prepare, what the principal will expect and look for
  o Informal observations with mentor - take turns observing one another

COLLABORATION

☐ Communication
  o Web Page - Provide assistance if necessary
  o Newsletters - Share examples
  o Parents - Ask about parent contacts
  o Parent involvement - Volunteers
☐ Technology
  o Up-date web page
  o Check and respond to email regularly
  o Up-date concert calendar if applicable

Help your protégé set a goal for the second quarter.
Discuss ways to meet this goal.
CLASSROOM MANAGEMENT

☐ Discuss behavior issues
☐ How to complete discipline forms
☐ Monthly workshops available on MyLearningPlan
☐ Bulletin Boards and Displays - provide ideas
☐ Opt-out form - Explain the procedure for experienced teachers who wish to opt out of the Mentor Program.
☐ Celebrate Success! The first quarter is about to end…what has gone well?

LOOKING AHEAD

- November 3 – End of First Grading Period
- November 6-7 - Student Holiday (Planning/Records/Conference Days)
- Help your protégés plan for American Education Week, Nov. 13-17, 2017.
- 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?
- All-County Chorus auditions • All-District Chorus auditions • VMEA Conference
- Thanksgiving Break is November 22-24!
NOVEMBER

The first 4 topics are top priority for EACH month:

☐ Check on pacing, planning and grading.
  o Plan for the month.
  o Discuss the way your department assesses and determines grades.

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

☐ Discuss and Problem Solve Specific issues (items that are specific to each protégé)

☐ Discuss Classroom Management

CURRICULUM AND INSTRUCTION

☐ American Education Week, Nov. 13-17.
☐ Completion of Report Cards

SPECIFIC ISSUES

☐ 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.

☐ Recertification points - KEEP YOUR DOCUMENTATIONS
  o 180 points needed in a 5-year license cycle - how to get them, how to keep track of them
  o Those on a Provisional license need to stay closely in touch with the school’s assigned Licensure Specialist.
  o Maintain a portfolio

☐ Rescheduling events due to inclement weather

COLLABORATION

☐ Parent Conferences - Be prepared! Discuss possible scenarios.
  o Be prepared to discuss how grades are determined
  o Have a plan for students who are making inadequate progress or are having behavior or social issues.

☐ Celebrate Success!

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!
- All-District Band Auditions and Winter Concerts
- Mid-West Band and Orchestra Clinic
- December 18 - January 1 - Winter Break (Classes resume Tuesday, Jan. 2, 2018)
DECEMBER

The first 4 topics are top priority for EACH month:

☐ Check on pacing, planning, and grading.
  o Plan for the month.
  o Discuss the way your department assesses and determines grades.

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

☐ Discuss and Problem Solve Specific issues (items that are specific to each protégé)

☐ Discuss Classroom Management

CURRICULM AND INSTRUCTION

☐ Have plans completed before leaving for the Winter Break!

SPECIFIC ISSUES

☐ Dealing with stress
☐ Holidays
  o Awareness of various religious holidays and customs which may affect students
  o Understanding of your school’s policies for holiday displays
☐ MyLearningPlan
  o Interested in enrolling in a class or workshop for second semester?
☐ Probation
  o 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!

SEASONS GREETINGS
Give your protégé a Winter Card of encouragement…Winter Break will provide time to relax and replenish the spirit!

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 January 2, 2018
- January 15 - Holiday (Martin Luther King, Jr. Day)
- January 26 - The second quarter ends.
- January 29 - Moveable Student Holiday (Planning/Records/Conference Day)
JANUARY

The first 4 topics are top priority for EACH month:

☐ Check on pacing, planning, and grading.
  o Plan for the month.
  o Discuss the way your department assesses and determines grades.

☐ Collaborate--Share ideas for the following year.

☐ Discuss and Problem Solve Specific issues (items that are specific to each protégé)

☐ Discuss Classroom Management

CURRICULUM AND INSTRUCTION

☐ Report Cards - review grading and report procedures, use of rubrics
  o Provide samples of comments.
  o Make sure comments are proofread by another person.

SPECIFIC ISSUES

☐ M.S. and H.S. Recruitment

☐ Encourage informal “Walk-Throughs” to observe good teaching.

COLLABORATION

☐ Technology
  o Up-dating web page
  o Check and respond to email regularly
  o Checking My Learning Plan for workshops
  o Up-dating concert calendar if applicable

☐ Celebrate success!

LOOKING AHEAD

- All-District Band
- All-District Chorus
- All-Virginia Band and Orchestra Auditions
- February is Black History Month
- February 19 - Holiday (Presidents’ Day)
FEBRUARY

The first 4 topics are top priority for EACH month:

☐ Check on pacing, planning, and grading.
  ○ Plan for the month
  ○ Discuss the way your department assesses and determines grades.

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

☐ Discuss and Problem Solve Specific issues (items that are specific to each protégé)

☐ Discuss Classroom Management

ORGANIZATION

☐ Revisit Sub Folder - Adjust if necessary

SPECIFIC ISSUES

☐ Band Recruitment Nights - M.S.

☐ My Learning Plan - make sure they know how to keep track of recertification points in “My Profile”.

COLLABORATION

☐ Questions and Concerns

☐ Celebrate success!

LOOKING AHEAD

- March is Music in Our Schools Month!
- District Band Festival
- District Choral Festival
- All-County Guitar Festival
- March 26-30 – Holiday (Spring Break)
- April 6 – End of Grading Period
MARCH

The first 4 topics are top priority for EACH month:

☐ Check on pacing, planning, and grading.
  o Plan for the month.
  o Discuss the way your department assesses and determines grades.

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

☐ Discuss and Problem Solve Specific issues (items that are specific to each protégé)

☐ Discuss Classroom Management

SPECIFIC ISSUES

☐ MUSIC IN OUR SCHOOLS MONTH…..CELEBRATE!

COLLABORATION

☐ Questions and Concerns

☐ Celebrate Success!

LOOKING AHEAD

- All-County Elementary Chorus
- Solo and ensemble festival
- District Jazz Festival
- All-Virginia Band
- All-Virginia Chorus
- March 26-30 – Holiday (Spring Break)
- April 2 – Student Holiday (Staff Development Day)
- April 9 - Student Holiday (Planning/Records/Conference Day)
APRIL

The first 4 topics are top priority for EACH month:

☐ Check on pacing, planning, and grading.
  o Plan for the month.
  o Discuss the way your department assesses and determines grades.

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

☐ Discuss and Problem Solve Specific issues (items that are specific to each protégé)

☐ Discuss Classroom Management

CLASSROOM MANAGEMENT

☐ Maintain expectations in behavior and quality of work

SPECIFIC ISSUES

☐ Make sure allotment has been spent

☐ Plan for trips

☐ Make sure protégés understand end-of-year assemblies in which they may play a role.

COLLABORATION

☐ Questions and Concerns

☐ Celebrate success!

LOOKING AHEAD

• SOL tests are next month. Find out how they will affect your schedule.
• Spring Arts Festival
• Plan May-June trips
• May 28 – Holiday – (Memorial Day)
MAY

The first 4 topics are top priority for EACH month:

☐ Check on pacing, planning, and grading.
  o Plan for the month.
  o Discuss the way your department assesses and determines grades.

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

☐ Discuss and Problem Solve Specific issues (items that are specific to each protégé)

☐ Discuss Classroom Management

CURRICULUM AND INSTRUCTION

☐ Exam preparation for M.S. and H.S.

☐ Teaching suggestions for Post-SOL days!

SPECIFIC ISSUES

☐ Close-down procedures

☐ Begin inventory

☐ End-of-year awards and certificates when applicable

☐ Be aware of school supply order

COLLABORATION

☐ Questions and Concerns

LOOKING AHEAD

- Plan activities for those exciting last days of school.
- 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!
- Begin to prepare calendars for next year.
JUNE

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

☐ Grades

☐ Share ideas, units and projects for the following year.

☐ Specific issues (items to be addressed that are specific to your protégé’s concerns)

ORGANIZATION

☐ End-of-Year Checklists

☐ Packing up
  o Inventory (throw away broken stuff)
  o Equipment replacement order
  o Clean and organize the storage room
  o File
  o Take down posters and bulletin boards

SPECIFIC ISSUES

☐ End-of-year parties and celebrations - how will they affect your schedule?

☐ Issues specific to grade level

☐ Celebrate the successes of the year!

LOOKING AHEAD

• Help your protégés set goals for next year.