Special Education 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. Identify expectations of mentor/protégé relationship
2. IEP and paperwork
3. Planning
4. Classroom Management
5. Building
6. Organization of materials and resources
7. Contact and collaboration with families and colleagues
8. Team teaching

Welcome

Plan your room arrangement without moving a chair!
http://teacher.scholastic.com/tools/class_setup/

Identify Expectations of mentor/protégé relationship

- Introductions
- Establish the expectations of the mentor/protégé relationship
  - Methods of communication
  - Schedule (mentor meetings, observations, best time to contact)
  - Reaffirm nonjudgmental and supportive relationship

IEP

- Introduce how to access documents on Phoenix
  - Establish yourself as case manager if not already done for you
- Read IEP’s before students return
- Check goals, accommodations, and service times
- Check PSAT/SAT accommodations (H.S.)
- Check related services and ELL status
- Establish team members for each student in Phoenix
  - Send IEP and Behavior Plans to students’ general educations teachers and related service providers.
Meeting Date __________________________ Time __________________________ Logged □

- Request electronic verification of each team member. Attach directions for them.
- Questions and concerns

**Planning**

- Set up plan book
- Plan for 1st day
- Plan for 1st week
- Emergency procedures
- Textbooks
- Curriculum guides
- Goal tracking
- Supplies
  - Establish system to collect student data
  - Place for students work and materials
- Contact Information
  - Name and role of - school administrators, counselors, case managers, special education department chair, consulting teacher
- Case manager information refer to Vision - Confidentiality
  - Documentation
  - Deadlines
- Develop calendar with dates for: IEP, reevaluations, BIP/FBA, test windows, Back-to-School, Open House, conferences, interim/report card dates, progress report deadlines, mentor meetings, and observations, etc.
- Questions and concerns

**Classroom Management**

- Room arrangement
  - Sharing resource space
  - Consider accommodations in general education and self-contained classes
- Physical arrangement of room
  - Work stations
  - Seating in general education classes
  - Location/system of student materials and work (where completed work will be turned in, where missing work can be found, when to sharpen pencils, how to ask to use the rest room, etc.)
- PBIS, RTI, school rules, diversity, and cultural awareness

**The Building**

(If your protégé attended the *Beginning Teacher Institute* August 9-10, the lead mentor at your school went over this section with your protégé.)

- Office personnel – who’s who, where are they and what exactly do they do?
Meeting Date ____________________  Time ____________________  Logged ☐

- Tour – work room, lounge, book room, mailboxes, office, student records, library, computer lab
- Equipment – where to find it and how to use it.
  - “Equipment etiquette”
- Building procedures (Administration will go over these in detail during the first faculty meeting); examples: duties, hours, sign-out, emergency drills, schedules, meetings, policies (dress code, extracurricular attendance, etc.), incident reports for injuries/accidents
- Location of testing materials

**Organization of Materials and Resources**
- Place materials so you can locate and access them easily.
- Introduction to accessing Internet, Intranet, Phoenix, email
- Set up a specific location to record resources you may need – websites, people that can help you, passwords, Phoenix/Vision instructions, etc.

**Contact and Collaboration with Families and Colleagues**
- IFT & TA – location and access
- Prepare what you will say to families when you make initial contact (make the call soon).
- Introduce yourself to teachers with whom you will team teach and related service providers. Schedule times to meet with them.
- **Document all family contact on Phoenix.**

**Team Teaching**
- Discuss teaching and learning models with team teacher
- Accessing and entering grades in Phoenix
- Accommodations
- Room arrangement
- Celebrate success!!!!!!

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**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.
- Look for upcoming due dates EVERY month
- **August 22**- First Day of School for Students
- **August 30 and September 2** – Holiday (Labor Day)
SEPTEMBER

The first 4 topics are top priority for EACH month:

- **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 pacing is on-target for this month.
  - Review 9-week plans that have been developed by the grade level.
  - Review curriculum guide to prepare for the next month.

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

- **Discuss/problem solve specific issues** (items that are specific to each protégé).

- **Discuss Classroom Management**
  - Procedures and routines
    - Are they established and working successfully?
    - Brainstorm ideas and options if needed
    - Areas of focus – homework, record keeping, students in need of supplies
  - Infractions of classroom rules
    - Clearly posted, simple
    - Positive reinforcement
    - Consistency of enforcement

- **Interims and IEP Progress Reports**

- **PHOENIX**
  - How to use, modify grades, make comments, produce reports
  - Keep assignments up to date – PARENTS HAVE REAL-TIME ACCESS

- **Observations**
  - Principal’s expectations
    - Usually informal in first couple months
    - What will be looked for
    - Encouragement – the principal is on your side – relax - be yourself

- **Organization**
  - See that documents and other information are saved and filed correctly
  - Data collection
    - Essential for progress reports and IEPs in Phoenix
  - Student portfolios
  - Begin planning for VAAP if you have eligible students

- **Supplies – does protégé need any?**
IEP’s
- Have they been read and understood?
- Check upcoming due dates: annual, reevaluation
- Writing goals and objectives
- Review testing information
- Are accommodations being implemented in team-taught and self-contained classes?
- Begin documentation for transition portion
- High school considerations – diploma status, vocational assessment
- Conducting an IEP meeting
  - Agenda
  - Suggest new teachers attend an IEP meeting prior to conducting their own (with parental permission)
  - Offer to accompany protégé to his/her 1st IEP meeting (with parental permission)
- Sub Folder – show example
  - Emergency plans should be easily accessible, clear, fairly general, and easy to follow, electronic and hard copy if possible.
  - Planned absence – plans should be easily accessible, clear, specific to recent instruction, and easy to follow. Provide materials.
  - Document location of emergency response folder and student medical issues
  - Include non-instructional duties
- Communication with parents/family – Document in Phoenix
  - Do they know about, how to access, and how to use
    - Parent Resource Center
    - School newsletter
    - Protégé’s webpage (CMS) – provide assistance and ideas (keep simple)
      - Bio in 3rd person
      - Newsletter (if doing one)
      - 9-week plans
- Instructions for parent/student use of Phoenix
  - Indicate whether assignments will be posted on Phoenix or your web page – keep up to date, be consistent with your department
- Phone calls – document date, time, topic in Phoenix (student contact log)
- Emails
  - Initially refer to times protégé is available to conference and how to schedule.
  - Send emails to families individually rather than to a group to avoid sharing addresses without permission.
  - Advise protégé that the tone of emails are interpreted by the reader and not always read in the tone intended.
• Schedule a time to call the parent back or have them come in if they require specifics that should be discussed one-on-one.
• Rule of Thumb – ask yourself, “Would I want the email shared with everyone?”
• Future Quest (middle and high school) – send flyer to families www.novatransition.org

o Back-to-School Night
  • Not an event for conferencing with parents on individual students.
  • Check principal’s guidelines: agenda, schedules, volunteer sign-up sheet, curriculum information, homework policy, tests, planners, textbooks, etc.
  • Plan with co-teachers. Be present in team-taught classes.
  • “Stick to the Facts” – avoid broad or subjective statements like “This class is not very motivated”

o Professional Relationships
  • Has protégé established good working relationships with coworkers – teams, paraprofessionals, service providers, administrators, and IFT’s etc?
  • Answer specific questions

o Technology
  • Check email regularly? Do they know how to check from home?
    ▪ http://www.outlook.com/lcps.org
  • Make folders in Outlook to organize important messages
  • MyLearningPlan
  • Intranet
    ▪ How to find curriculum and pacing guides, forms, etc.

o Keep passwords in a safe place!
o Safari Montage is a good source for videos
o Celebrate success!!!!!

LOOKING AHEAD

• October 14 - Holiday (Columbus Day)
• October 28 – Student Holiday
• November 4 and 5 – Student Holiday
OCTOBER

The first 4 topics are top priority for EACH month:

- **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 pacing is on-target for this month.
  - Review 9-week plans that have been developed by the grade level.
  - Review curriculum guide to prepare for the next month.
  - Discuss formative and summative assessment.

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

- **Discuss/problem solve specific issues** (items that are specific to each protégé).

- **Discuss Classroom Management**
  - Procedures and routines
    - Are they established and working successfully?
    - Brainstorm ideas and options if needed.
    - Areas of focus – homework, record keeping, students in need of supplies
  - Infractions of classroom rules
    - Clearly posted, simple
    - Positive reinforcement
    - Consistency of enforcement

- Student data – look at it together so your protégés know how to analyze and use in planning instruction.
- IEP Progress Report
- Report cards
  - Determining grades
  - Writing comments
  - The exact information that will print on the report card
- Special Education Referrals
  - Process – remind teachers that referral documents are read aloud at Eligibility meetings.
  - Interventions before referring.
    - Are accommodations and modifications being implemented?
    - Is the BIP being followed?
  - Explain special education counseling process.

Research shows that at least 25% of us are “introverted thinkers”; we like to have time to think before we discuss. If your protégé falls into this category, send him/her your agenda the week before meeting.
Meeting Date ________________________ Time _____________________ Logged ☐

- Differentiation – discuss planning and varying differentiated instruction across all levels.
- Observations
  - Formal – how to prepare, what the principal will expect and look for, relax.
  - Informal observations with mentor – take turns observing one another.
- Communication
  - Web Page – provide assistance if necessary.
  - Phoenix calendar – provide assistance if necessary.
  - Newsletters – share examples.
  - Parents/families – ask about parent contacts.
  - Outlook – check regularly.
- Parent Conferences – be prepared! Have data and work samples available. Be positive. Discuss possible scenario.
- Classroom management
  - What is going well, what is not – share ideas!
  - Behavior
    - Any problem areas that need to be addressed?
    - Importance of positive interventions
    - Understand terminology: I.S.R., suspension, chance, expulsion
    - How to complete misconduct forms
    - Manifestations
- Opt-out form – explain the procedure for experienced teachers who wish to opt out of the Mentor Program
- What does protégé feel needs to be addressed? __________________________
- Celebrate success!!!!

Help your Protégé set a goal for the second quarter.

Discuss ways to meet this goal.

LOOKING AHEAD

- Help your protégés plan for American Education Week, Nov. 11 - 15.
- 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 27 - 29!
NOVEMBER

The first 4 topics are top priority for EACH month:

- **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 pacing is on-target for this month.
  - Discuss and share ideas for assessment.
  - Use curriculum guide to prepare for the month ahead.

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

- **Discuss/problem solve specific issues** (items that are specific to each protégé)

- **Discuss Classroom Management**

- **Parent Conferences**
  - Be prepared! Reflect on experiences in conferences that were held last month. Be positive.
  - Middle/High School teachers may want to consider giving parents a quick phone call or email to offer a conference or praise students.

- **Use of Flex/Resource time for remediation**

- **Check progress on VAAP if needed.**

- **American Education Week, November 11-15.**

- **MyLearningPlan**
  - Remind protégé to check occasionally to see if there are workshops and classes that would be helpful in their professional development.

- **Recertification points**
  - 180 to 360 points needed in a cycle – how to get them, how to keep track of them
  - Those on a Provisional License need to stay in close touch with the school’s licensure specialist

- **Celebrate success!!!!!!**

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**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 21 - January 5 - Winter Break**
DECEMBER

The first 4 topics are top priority for EACH month:

- **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 pacing is on-target for this month.
  - Discuss and share ideas for assessment.
  - Use curriculum guide to prepare for the month ahead.

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

- **Discuss/problem solve specific issues** (items that are specific to each protégé)

- **Discuss Classroom Management**

- SOL Remediation
- Check progress on VAAP if needed.
- Homework
- Dealing with stress
- Holidays
  - Awareness of various religious holidays and customs which may affect students
  - Understanding your school’s policies for holiday displays

- **MyLearningPlan**
- 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.

**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.

- **January 20** - Holiday (Martin Luther King, Jr. Day)
- **January 21** - Moveable Student Holiday
JANUARY

The first 4 topics are top priority for EACH month:

- **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 pacing is on-target for this month.
  - Discuss and share ideas for assessment.
  - Use the curriculum guides to prepare for the next month.

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

- **Discuss/problem solve specific issues** (items that are specific to each protégé)

- **Discuss Classroom Management**
  - Semester deadlines
    - Exams, report cards, progress reports
  - Prepare for exams (secondary)
    - Testing accommodations
  - SOL remediation
  - Check progress on VAAP if needed.
  - Report Cards – review grading and report procedures.
  - New rosters and schedules for those with new second semester classes.
    - Send verification request to 2nd semester teachers through Phoenix.
  - Understand exam exemption
  - Martin Luther King, Jr. Day
  - Identify students – especially seniors – who may not pass class and be in danger of not advancing or graduating. Contact parents, students and guidance. Document contacts.
  - Planning/Records/Conference Day – suggestions for effective use of this time. This is a moveable holiday.
  - Replenishing supplies
  - Questions and concerns
  - Celebrate success!!!

**LOOKING AHEAD**

- Black History Month
- Valentine’s Day
- **February 17 - Holiday** (Presidents’ Day)

Welcome Back! Reconnect with your protégé to help him/her begin the New Year with a renewed spirit! Take a few minutes to just chat about Winter Break.
FEBRUARY

The first 4 topics are top priority for EACH month:

- **Check on pacing, planning, and grading.**
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  - Make sure pacing is on-target for this month.
  - Review 9-week plans that have been developed by the grade level.
  - Review curriculum guide to prepare for the next month.

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

- **Discuss/problem solve specific issues** (items that are specific to each protégé).

- **Discuss Classroom Management**
  - **MyLearningPlan** – logging on and keeping track of recertification points in “My Profile”
  - Black History Month
  - SOL’s
    - Preparing students
    - Information on VA Department of Education website [http://www.pen.k12.va.us/](http://www.pen.k12.va.us/)
  - Course Recommendations/Scheduling for next year – MS and HS
  - Revisit sub folder – adjust if necessary
  - Questions?
  - Celebrate success!!!!!!

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**LOOKING AHEAD**

- **March 3** – Student Holiday
- **March 27** – Student Holiday
- March is Women’s History Month.
- March is National Nutritional Month. Check out [www.eatright.org](http://www.eatright.org)
MARCH

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

- **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 pacing is on-target for this month.
  - Discuss assessment.
  - Use curriculum guide to prepare for the next month.

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

- **Discuss/problem solve specific issues** (items that are specific to each protégé).

- **Discuss Classroom Management**
  
  - Revisit IEP’s to make sure accommodations are being met.
  - Observations – make sure protégés are prepared for a formal observation by your principal.
  - Continue awareness of Standardized Testing Schedule and students’ accommodations.
  - VAAP– help protégé check details and prepare to submit next month.
  - Celebrate success!

**LOOKING AHEAD**

- April 6 – 10 Spring Break
APRIL

The first 4 topics are top priority for EACH month:

- **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 pacing is on-target for this month.
  - Discuss assessment
  - Review curriculum guide to prepare for the next month.

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

- **Discuss/problem solve specific issues** (items that are specific to each protégé).

- **Discuss Classroom Management**
  - SOL testing schedule
  - Submit VAAP collection of evidence.
  - Extended School Year (ESY) paperwork is due this month.
    - Determine which students meet the criteria
    - Notify parents of ESY conferences
  - Maintain expectations in behavior and quality of work
  - Earth Day is April 22
  - Order supplies for next year
  - Celebrate success!!!!!

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**LOOKING AHEAD**

- Go over schedule for SOL tests.
- May is Better Hearing and Speech Month
- May 25 - Holiday (Memorial Day)
May

The first 4 topics are top priority for EACH month:

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  - Make sure pacing is on-target for this month.
  - Discuss assessment.
  - Use curriculum guide to prepare for the month ahead.

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

- **Discuss/problem solve specific issues** (items that are specific to each protégé).

- **Discuss Classroom Management**
  - Deadlines for 4th quarter
  - Prepare for semester exams (secondary)
  - Close-down procedures
  - Teaching suggestions for post-SOL days!
  - Memorial Day (Holiday) is May 25!
    - [www.history.com](http://www.history.com)
  - Questions and concerns
  - Celebrate success!!!!!!!!!!!

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**LOOKING AHEAD**

- **June 10 - Last Day of School** for Students/End of Fourth Grading Period!
- **June 11 and 12 - Planning/Records/Conference Days**
- The last day for teachers is **June 12**!
JUNE

- 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)
  - What can be done over the summer months?
  - What Professional Development should be planned for the future?

- Grades
- Collaboration – share ideas, units and projects for the following year
- Specific issues (items to be addressed that are specific to your protégé).

- End-of-Year Checklists
- Issues specific to content
- Transitioning of students
- Packing up the room
- Graduation attendance

- CELEBRATE THE SUCCESSES OF THE YEAR!!!!!!