

Mentor – Mentee Plan of Action

<u>Completed Items</u>	<u>Outcome</u>
X	Pair each new teacher with a qualified mentor teacher
X	<p>Host new teacher orientation on your campus (suggested topics)</p> <ul style="list-style-type: none"> • School mission and vision communicated • Campus tour • Review teacher handbook and campus procedures • Review teacher/student hours and sign in/out policy • Teacher/student dress code • Share curriculum resources, daily schedules, instructional routines, standards, curriculum maps, unit assessments, CPalms, etc. • Duties (before and/or afterschool) • Schedule meet and greet mentor/mentee • Check in with each new hire • Host the mentor orientation (Consider bringing in your PDC Rep and mentors to start making those connections.)
X	<p>Communicate with PD Department –</p> <ul style="list-style-type: none"> • New hires and returning new teachers and their paired, qualified mentors on campus • Identify the STAR Administrator for your site • Identify your PDC Representative
X	<p>Additional procedures to be discussed:</p> <ul style="list-style-type: none"> • Securing a substitute • Leave forms • Code drills • Visitors on campus • Help ticket (IT) • Setting up voicemail • Check in with each new hire and his/her mentor
X	<ul style="list-style-type: none"> • IPDP • Ongoing Focus, iReady, and Achieve 3000 training • Marzano – Pre-observation conference form • Continued support with instructional routines, planning, and assessment • Check in with each new hire and his/her mentor