

## NEW TEACHER MENTOR PROGRAM CHECKLIST #2

*This continuation of the “To Do” list which was distributed in August is in no way meant to be a comprehensive list of items to cover. Nor is every item on the list intended for every teacher. Review the list and mark the items you feel are appropriate for you and your counterpart to discuss. Then, brainstorm additional items to cover with your counterpart. Finally, **check off** the items as you complete them. **Please make a copy for your records and turn in a copy of this checklist, with accompanying log sheet, to Melissa Becerra at Boulevard Elementary School by February 1<sup>st</sup>.***

### **For November - January:**

- Meet with the Instructional Coach for your building
- Discuss Winter holidays/parties – dos and don’ts
- Review observations – see that any recommendations are followed ASAP
- Continue to discuss or work on evaluation process
- Review semester ending and reporting
- Assist in any special education referrals
- Monitor the curriculum pacing
- Arrange any joint or individual observations
- Other (List below)

**Please print and sign below indicating you have both discussed the above topics that are pertinent to the New Teacher’s position.**

**Mentor** \_\_\_\_\_ **Date** \_\_\_\_\_  
(please print) (please sign)

**New Teacher** \_\_\_\_\_ **Date** \_\_\_\_\_  
(please print) (please sign)