

- Discuss duties: recess/outside/faculty room clean-up, etc
- Do any students have a 'Heath Plan'? What does that mean?
- What are homework policies?
- Introduce them to the office/custodial staff if they are new
- Do they need help with the phone?
- Recycling
- Volunteers

How Can I Help???

October



- Review emergency lesson plans
- Discuss JPAS
- Observe each other's classroom teaching. Ask for help to schedule it.
- Ask about STRANGE terms/acronyms they may keep hearing (JPAS, JPLS, FOSS, etc)
- Ask how classroom management and discipline are going.
- Review grades and grading.
- Offer Parent-Teacher Conference and preparation tips.
- Show where opportunities for PD are offered. Remind them of the JPLS website.
- Does mentee have questions about:
 - SPED kiddos
 - students with 504's
 - any other special circumstances
- Remind about the ASB and what services may be available there
- Ask if they have questions about \$\$\$\$ and how to spend it
- What do I do if a student is injured?
- Where are student records?
- Are they getting enough rest?

How Can I Help???

November/ December



- Discuss the Parent/Teacher Conference experience
- Discuss how busy these next few months are, both professionally and personally.
- Discuss student engagement and productivity, even when students are excited about the holidays.
- Ask if they have concerns about parent communication
- Share any 'tricks of the trade'
- Inquire about concerns and successes of students
- Are they clear regarding common assessments?
- Review snow day procedures and how they will be notified
- What about the school phone tree?
- Discuss the observations you have done with each other
- Encourage reflection. Are there any changes they would like to institute after the holidays?
- What happens on an 'inside day'?

How Can I



Help???

January

- Ask about highs and lows of the 1st half of the year.
- Discuss strategies for working with struggling students
- Provide ideas to strengthen home/school connections:
postcards, email, newsletters, tips to parents
- Encourage communication about successes as well as
problems
- Establish times to meet together for the 2nd 1/2 of the
year
- Discuss field trip procedures



How

Can I Help???

February/March

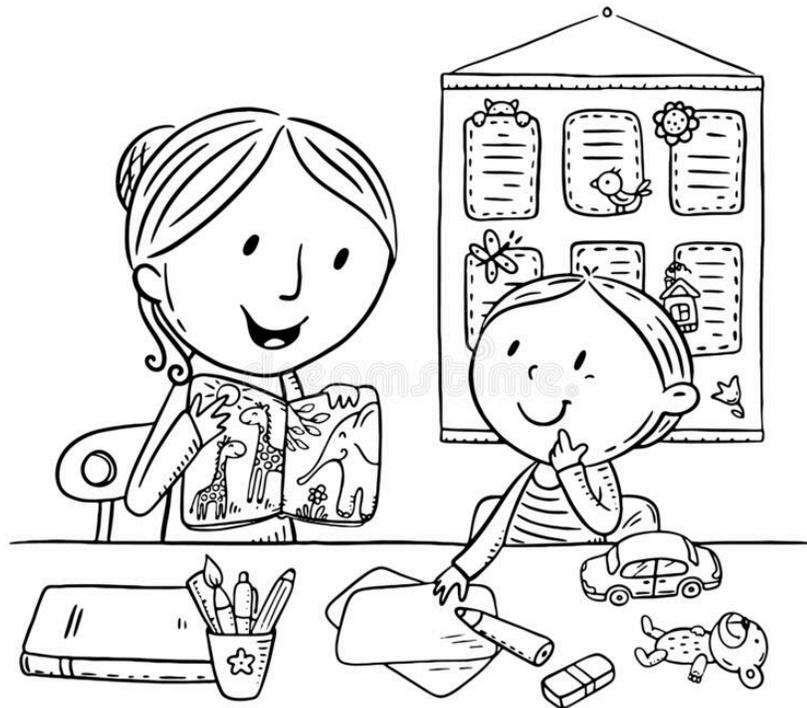
- Discuss the 2nd round of JPAS coming up
- Schedule time to observe each others' classrooms again.
Ask for scheduling help if needed.
- Ask your mentee if they would like to observe any other classrooms
- Discuss upcoming parent/teacher conferences
- Discuss upcoming testing
- Make your mentee aware if you know of any upcoming workshops or classes that may enhance their skills
- Give positive feedback regarding things your mentee is doing well



How Can I Help???

April

- ❑ This is a time of year 'burn-out' is common. Discuss ways to combat fatigue and stress and the importance of practicing self-care. And take care of yourself ❤️
- ❑ This is another excellent time to provide some positive feedback about what is going well. They may need the encouragement.
- ❑ Encourage reflection and planning. This is a wonderful time to begin looking back at the year and consider things they may want to change up for next year.



How Can I Help???

May/June

- Discuss 'year-end' traditions that may happen at the school or in your grade level
- What can you share about closing the classroom for the end of the year
- Explain check-out procedures
- Briefly review the calendar for next year.
- Are you willing to share your summer contact info, just in case they need you?
- What is needed to complete inventory?
- Discuss procedures involving the last report card
- Take a few minutes to reflect on the fact that you have assisted a new/newer teacher to get off to a good start. YOU should celebrate!
- Find a way to CELEBRATE the year!! You BOTH did it.

