Monthly Activity Logs

**The activity log is provided as a tool for the mentor to use in working with their assigned beginning teacher(s). With the exception of those activities in red, Mentors are not expected to implement all of the following suggestions. Please think of the items in black as a menu to choose what is appropriate to meet your beginning teacher’s needs.**

**Please date each topic as it is discussed in your mentor meetings.**

Beginning Teacher: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ School: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Mentor Teacher: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

First Week’s Activities:

\_\_\_\_Meet and welcome new teacher – if you did not meet them at the new teacher in-service, please do so before school starts or as soon as you are assigned as their mentor

\_\_\_\_Tour building and campus

\_\_\_\_Introductions to faculty and staff – be sure that they meet their fellow grade level/content area teachers and neighbors

\_\_\_\_Location of resources - Locate access to district standards for the beginning teachers’ grade level/content area

\_\_\_\_Explain your role as a mentor, what the beginning teacher can expect from you

\_\_\_\_Establish a regular schedule to meet for mentoring

\_\_\_\_Teacher responsibilities (duties, supervision, etc.)

\_\_\_\_Daily schedules

\_\_\_\_School routines and procedures – explore how to establish and implement procedures and routines with students.

\_\_\_\_Beginning-of-the-year activities – help the beginning teacher write detailed lesson plans for the first week of school

\_\_\_\_Record keeping – attendance/tardy, grades

\_\_\_\_ Drills (Code Blue, Yellow, White, Yellow, Black and Green)

\_\_\_\_ Check to be sure the BT has access to email.

AUGUST

\_\_\_\_ Sign and return Responsibilities Agreement (due within first 10 days of mentor/BT assignment)

\_\_\_\_ Complete and send in compatibility report (BT should send theirs independently of mentors to honor confidentiality)

\_\_\_\_ Beginning Teacher Needs Assessment (if not completed in NT In-service)

\_\_\_\_ Professional Learning Communities – explain that specific grade level or content expertise will be available to them during this time

\_\_\_\_ Discussion of two of the nine New Mexico State Teacher Competencies and the Level I descriptors that accompany it. (All nine competencies must be addressed over the course of a semester).

\_\_\_\_ Assist new teacher with classroom management plan

\_\_\_\_ MAPP Testing

\_\_\_\_ Grading policies and procedures – teaching to learn

\_\_\_\_ Differentiated Instruction

\_\_\_\_ Explain which resources will and will not be provided by the school and the process for acquiring additional supplies and instructional materials.

\_\_\_\_ Share resources

\_\_\_\_ Provide an overview of the SPED program and the referral process in your school.

\_\_\_\_ Explain and provide samples of paperwork requirements, procedures, evaluations, IEPs, modifications, accommodations, etc.

\_\_\_\_Curriculum / lesson planning

\_\_\_\_ Discuss the importance of keeping parents informed about the curriculum, course content, expectations, and important dates throughout the year.

\_\_\_\_ Harry Wong book discussion

\_\_\_\_ Work toward setting up observation times with Level II or Level III teachers (one half day is required by 10/23)

\_\_\_\_ Discuss roles and how to work effectively with a teacher’s aide or other paraprofessional or ancillary personnel.

SEPTEMBER

\_\_\_\_ Discussion of two of the nine New Mexico State Teacher Competencies and the Level I descriptors that accompany it. (All nine competencies must be addressed over the course of a semester).

\_\_\_\_Differentiated Instruction

\_\_\_\_ Using Standard Based Rubrics

\_\_\_\_ Report Cards

\_\_\_\_ Classroom Management and Discipline

\_\_\_\_ Introduce new teacher to unwritten rules and customs within the district/school

\_\_\_\_ Pre-conference, observation and post-conference.

\_\_\_\_ Discuss and model how to effectively talk to parents about their children

\_\_\_\_ Harry Wong book discussion

\_\_\_\_ Monthly district/building activities

\_\_\_\_ Continue with new teachers’ concerns and needs

OCTOBER

\_\_\_\_ Discussion of two of the nine New Mexico State Teacher Competencies and the Level I descriptors that accompany it. (All nine competencies must be addressed over the course of a semester).

\_\_\_\_ Formative Assessments

\_\_\_\_ Time Management (Remember survival/disillusionment phases)

\_\_\_\_ Discuss BT’s reflections from observation of another teacher – If they observed you, lead them in to “why conversations” such as “Why do you think I did…”

\_\_\_\_ Classroom management and discipline

\_\_\_\_ Beginning teacher observe Level II or III Teachers

\_\_\_\_ Monthly district/building activities

\_\_\_\_ Standardized testing

\_\_\_\_ Harry Wong book discussion

\_\_\_\_ Continue with new teachers’ concerns and needs

NOVEMBER

\_\_\_\_ Discussion of two of the nine New Mexico State Teacher Competencies and the Level I descriptors that accompany it. (All nine competencies must be addressed over the course of a semester).

\_\_\_\_ Alternative Assessments

\_\_\_\_ Classroom management and Discipline

\_\_\_\_ Work toward model teaching

\_\_\_\_ Introduce professional development opportunities

\_\_\_\_ Monthly district/ building activities

\_\_\_\_ Review holiday units and activities

\_\_\_\_ Harry Wong book discussion

\_\_\_\_ Discuss phases of Beginning Teachers

\_\_\_\_ Review first semester experiences and then discuss possible changes to be made for the second semester

\_\_\_\_ Continue with new teachers’ concerns and needs

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Beginning Teacher: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ School: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Mentor Teacher: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

DECEMBER

\_\_\_\_ Discussion of two of the nine New Mexico State Teacher Competencies and the Level I descriptors that accompany it. (All nine competencies must be addressed over the course of a semester).

\_\_\_\_ Beginning Teacher Needs Assessment

\_\_\_\_ Meeting Schedule for 2nd Semester – dates only

\_\_\_\_ School/classroom procedures for ending and beginning a semester

\_\_\_\_ Report cards and grading

\_\_\_\_ Monthly district/ building activities

\_\_\_\_ Harry Wong book discussion

\_\_\_\_ Monthly district/building activities

JANUARY

\_\_\_\_ Discussion of two of the nine New Mexico State Teacher Competencies and the Level I descriptors that accompany it. (All nine competencies must be addressed over the course of a semester).

\_\_\_\_ Pre-conference, observation and post-conference.

\_\_\_\_ Discuss BT’s reflections from observation of another teacher – If they observed you, lead them in to “why conversations” such as “Why do you think I did…”

\_\_\_\_ Complete and send in compatibility report (BT should send theirs independently of mentors to honor confidentiality)

\_\_\_\_ Curriculum resources

\_\_\_\_ Monthly district/ building activities/Professional Learning Community

\_\_\_\_ Budgeting and ordering for the following year

\_\_\_\_ Harry Wong book discussion

\_\_\_\_ Continue with new teachers’ concerns and needs

FEBRUARY

\_\_\_\_ Discussion of two of the nine New Mexico State Teacher Competencies and the Level I descriptors that accompany it. (All nine competencies must be addressed over the course of a semester).

\_\_\_\_ Monthly district/ building activities

\_\_\_\_ Harry Wong book discussion

\_\_\_\_ Continue with new teachers’ concerns and needs

MARCH

\_\_\_\_ Discussion of two of the nine New Mexico State Teacher Competencies and the Level I descriptors that accompany it. (All nine competencies must be addressed over the course of a semester).

\_\_\_\_ Continue with new teachers’ concerns and needs

\_\_\_\_ Review end of the quarter grading and report cards

\_\_\_\_ Monthly district/ building activities

\_\_\_\_ Discuss testing and evaluating end of the year progress of students

\_\_\_\_ Harry Wong book discussion

APRIL

\_\_\_\_ Discussion of two of the nine New Mexico State Teacher Competencies and the Level I descriptors that accompany it. (All nine competencies must be addressed over the course of a semester).

\_\_\_\_ Monthly district/ building activities

\_\_\_\_ Discuss end of the year procedures

\_\_\_\_ Harry Wong book discussion

MAY

\_\_\_\_ Discussion of two of the nine New Mexico State Teacher Competencies and the Level I descriptors that accompany it. (All nine competencies must be addressed over the course of a semester).

\_\_\_\_ Awards, certificates or recognition activities for students

\_\_\_\_ Monthly district/ building activities

\_\_\_\_ Concerns of new teachers

\_\_\_\_ Review year’s events

\_\_\_\_ Evaluate program

\_\_\_\_ Identifying goals for next year

\_\_\_\_ Celebrate/ recognition