**MENTOR’S CHECKLIST - PRIOR TO FIRST DAY**

**Newly Hired Teacher\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Mentor \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**School \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Principal \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Vice Principal \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Supervisor \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

## CHECKLIST OF ESSENTIALS TO BE COVERED AT THE FIRST MENTORING CONFERENCE

**(BEFORE THE FIRST DAY OF TEACHING)**

|  |  |
| --- | --- |
| Keys | Mentor/ Committee Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**Newly Hired Teacher Signature**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**Date Completed** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Upon completion, one signed and dated copy must be turned in to the mentoring committee member in your building |
| **Orientation to Building**Discuss Attendance and Tardy Policies.(excessive absences and tardiness may result in termination of employment) |  |
| **Bell Schedule**/Half Day-Schedule(s) & \*Virtual (Educator Handbook) |  |
| **Books – Teacher’s Editions & reference/resource materials** |  |
| **Phone Extension Lists / Corporate Directory** |  |
| **Web URL(District and School) \*** |  |
| **Lesson Plan Forms and Initial Plans \*****Discuss edConnect & Schoology**1. Lesson plans must be submitted on time and are an essential aspect of professional responsibility
2. Records to keep in digital folders (Assessments, Lesson Plans, Curriculum)
 |  |
| **Course Plans & NJ Student Learning Standards (Google Drive)** |  |
| **Course Syllabus**  |  |
| **District Calendar/meetings** See Educator Handbook |  |
| **Textbooks (ordering, licenses, and distribution)** |  |
| **Grade book (Power School, Power Teacher), understanding student schedules \*** |  |
| **Reporting an Absence through AESOP \*** |  |
| **Lunch Applications** (Explain the connection of lunch application forms to district funding) |  |
| **Emergency Cards** |  |
| **Voice Mail** (All incoming external calls go directly to voice mail) |  |
| **List of Meetings and Due Dates**1. Set up schedule of meetings between mentor and mentee
2. Due dates for lesson plans, progress reports, marking periods
 |  |
| **Computer Access and Email \* (Policies in Educator Handbook)**(Discuss Proper use of district email and web access)1. Use distribution lists and reply-to-all feature with good judgment2. Use sound judgment in web browsing |  |
| **Fire Drills, Evacuation, Lock Down and Other Emergency Procedures** Safety Committee Members |  |
| **First Day Classroom Management** |  |
| **Beginning Strategies (Greeting Students, Setting Procedures, Do Nows, Getting Attention, etc)** |  |
| **Importance of not being alone with a student** |  |
| **Importance of not leaving students without a teacher \*** |  |
| **Procedure for students leaving the classroom** |  |
| **State law on smoking & alcohol on school grounds** |  |