

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
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)		Newly Hired Teacher Signature
Books – Teacher’s Editions & reference/resource materials		_____
Phone Extension Lists / Corporate Directory		Date Completed
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)		Upon completion, one signed and dated copy must be turned in to the mentoring committee member in your building
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 judgment 2. 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		_____