**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 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** |  |