

Collaboration Calendar First Year Teachers

August First-Year Teacher

Week 1	Introduce yourself to your Mentee and explain the mentoring process. Give school tour.
	Identify and discuss any concerns or challenges for Mentee. Discuss and set regular meeting dates and times
	Give introduction to district information (Curriculum maps/guides, SCBOE website)
Week 2	Go over important dates with Mentee. (Local and county) and go over start-of-school questions/procedures.
	Discuss student demographics, local school procedures and policies (hall behavior, cafeteria rules, etc.) and procedures for crisis and fire drills
	Discuss classroom management and organization.
Week 3	Introduce mentee to special ed teacher, ELL teacher and special-area teachers.
	Discuss Educator Effectiveness procedures and assist with managing the program and completing the self-assessment
	Review lesson planning, curriculum guides and standards.
Week 4	Celebrate that you made it through the first month! Encourage your mentee.
	Review Alabama Code of Ethics and Alabama Quality Teaching Standards (Info on PP on NTM website)

September First-Year Teacher

Week 1	Review start-of-school questions/procedures and make sure mentee knows where to locate resources in building and district			
	Discuss Special Education and ELL support and IEPs.			
Week 2	Make sure the Mentee does not feel overwhelmed (offer strategies and suggestions to manage stress if needed)			
	Discuss and explain the Continuous School Improvement plan and school leadership teams.			
	Discuss PST and intervention strategies.			
Week 3	Discuss any issue or concerns that may have developed with students, parents or colleagues.			
	Discuss confidentiality and communication.			
	Share information about learning targets and invite mentee to see how you use them in your classroom			
Week 4	Talk about how Mentee is communicating with parents.			
	Talk with the teacher about the Four Critical Questions:			
	<table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">What do we want students to know and be able to do?</td> <td style="width: 50%;">How will we know when they have learned it?</td> </tr> <tr> <td>What will I do when students don't know it?</td> <td>What will I do when students already know?</td> </tr> </table>	What do we want students to know and be able to do?	How will we know when they have learned it?	What will I do when students don't know it?
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Notes: Signed monthly calendar due to mentor coordinator at the end of each month

October First-Year Teacher

Week 1	Check on balance of work and life. Find out what hobbies/activities the Mentee enjoys outside of school.
	Make sure Mentee knows the procedures for grades and end- of- nine weeks test.
	Go over end- of - nine weeks assessments and assist with making instructional goals for the next nine weeks.
Week 2	Provide positive quotes about teaching or education in Mentee's box.
	Discuss the Mentee PLP goals and help find PD opportunities to fulfill their goals. Review required Wellness and Lee Vs Macon PD on NTM website. Must be complete by December
	Discuss formative assessments and how students are engaged in tracking their learning and setting goals
Week 3	Have a conversation to review the 1 st nine weeks experience. Consider a reflection journal.
	Discuss with Mentee strategies for positive parent meetings and communication.
	Review deadlines, resources and required components for the New Teacher Mentoring Program on website
Week 4	Talk to the Mentee about what has surprised them the most about their 1 st nine weeks.
	Discuss struggling students and ideas for intervention. Review Lee Vs Macon information on New Teacher Mentoring website.. Remind them to put that certificate with important documents. They will need it if they ever go to another system to work.
	Reflect on lesson plans and how well time is being used daily.

Self-assessment form is due to mentor coordinator Nov. 19. More details on NTM website.

November First-Year Teacher

Week 1	Remind mentee that time before the holidays can be hectic professionally and personally and discuss any resources they feel they need.
	Review classroom procedures and ask the mentee about their COMP/classroom management training
Week 2	Monitor teacher for fatigue or frustration.
	Review or help set up the required new teacher self-assessment video. Due by Nov. 19th
	Talk with the teacher about the use of student self assessment to improve student achievement.
Week 3	Talk to Mentee about Thanksgiving break.
	Talk about what changes the Mentee will make for the second semester.
	Review intervention for struggling students and possible strategies or referrals to PST.

Notes: Signed monthly calendar due to mentor coordinator at the end of each month

Self-assessment form is due to mentor coordinator Nov. 19. More details on NTM website.

December First-Year Teacher

Week 1	Provide words of encouragement. Congratulate Mentee on completing first semester.
	Invite Mentee to visit your classroom for new ideas.
	Discuss self-assessment video or mentee's PLC topic for this semester.
Week 2	Bring a small gift for the Mentee ☺ Chocolate always works!
	Discuss procedures for completing the semester and going home for the holidays.
	Discuss ways to keep the students engaged the last week before Christmas Break.
Week 3	Discuss any issues or concerns that may have developed.
	Discuss Educator Effectiveness procedures and ask about their progress on Wellness hours and Lee Vs Macon..
	Talk with the Mentee about instructional goals/plans for second semester.

Notes: Signed monthly calendar due to mentor coordinator at the end of each month

Self-assessment due before Nov. 19. Visit New Teacher Mentoring website for more information. Go to the SC website, then Teachers & Staff then Resources.

January First-Year Teacher

Week 1	Write the Mentee a welcome back note.
	Discuss any students that mentee believes may be considered for retention and how to monitor students with behavioral or academic needs
	Review curriculum guides to help Mentee make adjustments.
Week 2	See if the Mentee has written a New Years' Resolution and talk about how you can support it.
	Review the calendar of events for the 2 nd nine weeks and semester.
	Discuss results from the 2 nd nine weeks assessments and how to share with students.
Week 3	Debrief the 1 st semester areas of growth.
	Review the Mentee PLP and assist with finding PD support to provide growth.
Week 4	Share a personal experience from teaching that made you laugh with mentee.
	Review the Educator Effectiveness process with Mentee.
	Discuss standardized testing.

February First-Year Teacher

Week 1	Talk to the Mentee about what they LOVE – reading, exercising, movies....
	Review the calendar for all testing as related to the mentee's grade level and content area.
	Assist with strategies to prepare students for upcoming standardized tests.
Week 2	Give the Mentee a valentine gift/card.
	Assist mentee is planning the teacher observation required in the New Teacher Mentoring program. Form and info available on NTM website. Form due to mentor coordinator by April 15
Week 3	Check on progress with required PD, Lee Vs Macon, Wellness and technology.
	Discuss how to integrate daily focus on Standards. (i.e. Bellringers, exit – slips, TWIRL)
Week 4	Coordinate collaboration with grade level/content colleagues
	Review standardized testing information and information for students with special needs.

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Notes: Signed monthly calendar due to mentor coordinator at the end of each month
 Teacher Observation form due by April 15. Details and form available on NTM website.

March First -Year Teacher

Week 1	Discuss what the Mentee is the most proud of in his/her career.
	Review INOW, gradebook, record keeping and monitoring of students in the classroom.
	Discuss any students being considered for retention and discuss interventions in place for those students.
Week 2	Ask the Mentee what plans they have for Spring Break.
	Plan for end of nine weeks deadlines and grades.
	Discuss strategies to keep students engaged before Spring Break.
Week 3	Ask mentee to tell you about his/her favorite student success story so far this year.
	Discuss grading procedures and end of nine week assessments.
	Identify and discuss the top 3 students that mentee is most concerned about. .
Week 4	Share favorite Spring Break vacation with Mentee.
	Talk about upcoming deadlines for the last nine weeks.
	Discuss any planning that will assist with organization.
	Focus on struggling students and intervention strategies.

April First-Year Teacher

Week 1	Talk about vacation.
	Discuss what resources the teacher may need for the remainder of the year.
	Develop a plan with Mentee to evaluate what standards may need more focus before testing.
Week 2	Check for fatigue with Mentee.
	Evaluate parent communication and student led conference planning.
	Discuss how the Mentee will communicate the upcoming standardized testing with parents.

Week 3	Share a personal story about a struggle that you had to show the mentee how we all grow.
	Have the Mentee evaluate and discuss the level of student participation and engagement in their classroom
	Discuss how to use group work or small groups for students to think through a problem together.
Week 4	Share favorite snack.
	Discuss any questions the Mentee may have about observations or Educator Effectiveness.
	Encourage the Mentee to meet with colleagues to share ideas to prepare for testing.
ALL forms (monthly calendars, self-assessment & teacher observation) due to mentor coordinator by April 15th.	

May First-Year Teacher

Week 1	Talk with the Mentee about how the year has gone as you enter the last month.
	Review procedures for end of year and paperwork.
	Communicate with counselor or administration about concerns for specific students as the year ends.
Week 2	Relax and laugh.
	Help with how to close out the year (grade book, report cards, classroom materials, textbooks.)
	Discuss how to review student assessments for end of year reporting.
Week 3	End of year gift. ☺
	Talk about time management strategies with paperwork and deadlines.
	Talk about summer check out.

Notes: Signed monthly calendar due to mentor coordinator at the end of each month

Teacher observation form due to mentor coordinator by mid April

ALL forms (monthly calendars, self-assessment & teacher observation) due to mentor coordinator by April 15th.