

## 2nd Year Teacher Mentor Program

Mentors of 2nd year teachers must meet weekly and sign the documentation calendar to document their meeting. Documentation calendars are due to the mentor coordinator at the end of each month. Mentors and mentees can discuss any of the suggested options for each week or choose other topics as needed.

### August Year 2

<b>Week 1</b>	<ul style="list-style-type: none"> <li>● Introduce yourself to your mentee, discuss previous experience with the mentoring process and give a school tour if needed.</li> <li>● Discuss and set regular meeting dates and times</li> <li>● Give introduction to district information (Curriculum maps/guides, SCBOE website) if needed and/or discuss what went well in the previous year and what they might like to do differently.</li> </ul>
<b>Week 2</b>	<ul style="list-style-type: none"> <li>● Discuss school procedures and policies (hall behavior, cafeteria rules, etc.), fire drills, crises, etc.</li> <li>● Discuss classroom management and organizational strategies.</li> </ul>
<b>Week 3</b>	<ul style="list-style-type: none"> <li>● Introduce mentee to special ed teacher, ELL teacher and special-area teachers if needed.</li> <li>● Discuss/review Educator Effectiveness procedures and assist with completing TalentEd PLP Self-Assessment and entering PLP goals.</li> </ul>
<b>Week 4</b>	<ul style="list-style-type: none"> <li>● Celebrate the end of the first month!</li> <li>● Discuss Alabama Code of Ethics (Info on PP on NTM website)</li> <li>● Discuss Alabama Quality Teaching Standards (info on website on NTM website)</li> </ul>

**Notes:** Signed documentation calendar due to mentor coordinator at the end of each month. Also, choose 1 item from the [Year 2 New Teacher Mentoring Choice Board](#) to complete and document during the 1st semester. During the 2nd semester, you will choose another option.

### September Year 2

<b>Week 1</b>	<ul style="list-style-type: none"> <li>● Discuss issues, questions and engagement strategies for remote and blended learning.</li> <li>● Discuss expectations for meeting IEP goals through remote and/or blended learning</li> </ul>
<b>Week 2</b>	<ul style="list-style-type: none"> <li>● Discuss available district support that is available through instructional coaching.</li> <li>● Discuss the Continuous School Improvement plan and school leadership teams and the Instructional Framework.</li> <li>● Discuss PST, and intervention strategies. Review how to provide remote intervention.</li> </ul>
<b>Week 3</b>	<ul style="list-style-type: none"> <li>● Discuss confidentiality and communication.</li> <li>● Discuss learning targets and collaborate in creating learning targets</li> </ul>
<b>Week 4</b>	<ul style="list-style-type: none"> <li>● Discuss parent involvement</li> </ul>

## October Year 2

Week 1	<ul style="list-style-type: none"><li>• Discuss work/life balance and share outside hobbies and interests.</li><li>• Go over end-of - nine weeks assessments and assist with making instructional goals for the next nine weeks.</li></ul>
Week 2	<ul style="list-style-type: none"><li>• Discuss the Mentee's PLP goals and help find PD opportunities to fulfill their goals.</li><li>• Discuss formative assessments and student self-assessments</li></ul>
Week 3	<ul style="list-style-type: none"><li>• Discuss digital formats and applications for parent communication</li></ul>
Week 4	<ul style="list-style-type: none"><li>• Discuss struggling students and ideas for intervention.</li></ul>

## November Year 2

Week 1	<ul style="list-style-type: none"><li>• Remind mentee of availability of services and support through free counseling visits with EAP.</li><li>• Discuss classroom procedures and which are working well and which need to be reviewed again</li></ul>
Week 2	<ul style="list-style-type: none"><li>• Monitor mentee for fatigue or frustration.</li><li>• Talk with the mentee about the use of student self assessment to improve student achievement.</li></ul>
Week 3	<ul style="list-style-type: none"><li>• Discuss mid-year assessments</li><li>• Review intervention for struggling students and possible strategies or referrals to PST.</li></ul>

## December Year 2

Week 1	<ul style="list-style-type: none"><li>• Provide words of encouragement.</li><li>• Discuss ways to keep the students engaged during December.</li></ul>
Week 2	<ul style="list-style-type: none"><li>• Bring a small gift for the Mentee</li><li>• Discuss procedures for completing the semester and going home for the holidays.</li></ul>
Week 3	<ul style="list-style-type: none"><li>• Talk with the Mentee about instructional goals/plans for second semester.</li><li>• Celebrate making it through the first semester.</li></ul>

**Notes:** Signed documentation calendar due to mentor coordinator at the end of each month. Documentation of the activity from the Year 2 New Teacher Mentoring Choice Board is due to the mentor coordinator by November 19.

# January Year 2

Check Year 2 New Teacher Choice Board for 2nd semester documentation

<b>Week 1</b>	<ul style="list-style-type: none"><li>• Discuss curriculum guides and adjustments that might be needed to meet 2nd semester goals.</li><li>• Check mentor/mentee Choice Board for 2nd semester documentation</li></ul>
<b>Week 2</b>	<ul style="list-style-type: none"><li>• Review the calendar of events for the 2<sup>nd</sup> nine weeks and semester.</li><li>• Discuss results from the 2<sup>nd</sup> nine weeks assessments and how to share with students.</li></ul>
<b>Week 3</b>	<ul style="list-style-type: none"><li>• Discuss PLP goals and assist with finding PD support to provide growth.</li><li>• Discuss student monitoring systems for behavioral and/or academic needs.</li></ul>
<b>Week 4</b>	<ul style="list-style-type: none"><li>• Discuss Educator Effectiveness outcomes.</li><li>• Discuss standardized testing and preparation.</li></ul>

# February: Year 2

<b>Week 1</b>	<ul style="list-style-type: none"><li>• Discuss the calendar for all testing as related to the Mentee's grade level and content area and review test prep options.</li></ul>
<b>Week 2</b>	<ul style="list-style-type: none"><li>• Discuss any students that mentee believes may be considered for retention.</li><li>• Give the Mentee a Valentine card.</li></ul>
<b>Week 3</b>	<ul style="list-style-type: none"><li>• Reflect on progress during the 3rd 9 weeks and needed adjustments</li></ul>
<b>Week 4</b>	<ul style="list-style-type: none"><li>• Discuss balancing home and work and reminder about available EAP visits.</li><li>• Review standardized testing information and information for students with special needs.</li></ul>

# March Year 2

<b>Week 1</b>	<ul style="list-style-type: none"><li>• Discuss any students being considered for retention and interventions in place for those students.</li><li>• Talk about upcoming deadlines for the last nine weeks.</li></ul>
<b>Week 2</b>	<ul style="list-style-type: none"><li>• Plan for end-of-nine-weeks deadlines and grades.</li><li>• Discuss strategies to keep students engaged before Spring Break.</li></ul>
<b>Week 3</b>	<ul style="list-style-type: none"><li>• Discuss plans for professional growth and next steps (i.e. graduate school, pursuit of National Board for Certified Teachers, etc.)</li></ul>

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

## April Year 2

### Week 1

- Review CIS budget and ways to spend
- Discuss standards that may need more focus before testing.

### Week 2

- Discuss parent communication and student led conference planning.
- Discuss plans to communicate upcoming standardized testing with parents.

### Week 3

- Discuss personal and professional growth targets.
- Discuss instructional delivery methods (whole group, small group, digital, etc.)

### Week 4

- Share favorite snack.
- Discuss and assist (if needed ) with classroom inventory

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

ALL forms (monthly calendars, documentation of activity from Year 2 New Teacher Choice Board) due to mentor coordinator by April 15<sup>th</sup>.

## May Year 2

### Week 1

- Reflect on and discuss about what was helpful in mentoring process
- Review procedures for end of year and paperwork and checkout procedures

### Week 2

- Discuss plans for summer PD and learning.
- Discuss how to review student assessments for end of year reporting.

### Week 3

- Celebrate the end of the year with a cup of coffee or favorite dessert :-)
- Assist with summer check out.

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

Documentation from Tic Tac Toe choice board due to mentor coordinator by mid April

ALL forms (documentation calendars, documentation of activity from Year 2 New Teacher Choice Board) due to mentor coordinator by April 15<sup>th</sup>