



Shelby County Schools

Prepared for the Journey

Mentor Program/New Teacher Information

Mentor: _____

Mentee: _____

School Year _____ - _____

TOPIC LIST

ITEM	X	ITEM	X
First days of school procedures/schedules		PD Express/PowerSchool Professional Learning	
Before/After school duties		Bell Schedules	
Lunchroom Procedures		CIS Money/ Purchase Orders	
School Tour		Confidentiality Agreement	
Copy Machines/Copies/Laminating		Course Syllabus	
Curriculum Maps/Guides		Custodial Staff	
E-mail		Faculty Dress Code	
Faculty, Dept, & Team Mtgs		Textbook/Textbook Procedures	
Assemblies/Pep Rallies		Test Schedules	
Grading Periods & Procedures, Grade Book		Lesson Plans	
PowerSchool SIS Grades & Attendance		Office Referrals/Discipline	
Media Center Procedures		Opening and Closing Hours	
Guidance Staff/Counseling Center		Teacher Workroom Resource Center	
Computer Lab Procedures		Safety Procedures	
Office Staff		School Traditions	
School Resource Officer		Gradelevel Standards	
TimeKeeper, Leave, Exceptions		Required Trainings for SCBOE Teachers	
Substitutes(Kelly Services)/ Sub Folders			
Educate Alabama Procedures			