

Just ASK's January 2021 Mentoring Calendar

Personal

- Write the new teachers “Welcome Back” notes; if working in same location, pair your notes with balloons or candy bars and place on their desks, or if working virtually, send the notes via USPS with a cartoon, poem, picture, or a humorous or inspirational “teacher” quote printed from the web. (Create “refrigerator material!”)
- Meet up with them virtually or in-person for coffee or a beer to debrief the first semester.

Professional

- Review second quarter professional goals.
- Have new teachers do a self-assessment and set new goals for the third quarter.
- Discuss how the mentoring process is working and how you can best support them in achieving their third quarter goals.

Curriculum, Instruction, and Assessment

- Focus on planning practices. Use the **Tools for Instructional Design** on pages 323-355 in *The 21st Century Mentor's Handbook*, Chapter II in *Instruction for All Students*, and Chapter VII in *Why Didn't I Learn This in College?*
- Hold an extensive review of the pacing guide/curriculum map and help the new teachers make necessary adjustments.
- Assist the new teachers in analyzing semester exam and other summative assessment data so they can better select scaffolding strategies for the third quarter.

Organizational Systems

Guide the evaluation of classroom arrangements, adequacy of resources, success of procedures, use of time, efficiency of routines, and effectiveness of responses to unmet expectations. Use pages 32-44 and 221-258 in *Why Didn't I Learn This in College?*

Students

- Assist new teachers in developing systems for monitoring progress and being aware of students who may be in danger of failing.
- Help them set up intervention plans including proactive support systems.
- Have the students of the new teachers do something nice for them. Perhaps they could create “We Appreciate You” notes on their whiteboards or simply add a nice note or picture to an assignment they submit during an identified week.
- Work with the new teachers to increase their display of student work in the physical or virtual classroom.

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Colleagues

- Read the January 8, 2021 issue of **EmpowerED 3.2.1** titled “Collaborating and Planning Remotely. (Access it at <https://justaskpublications.com/collaborating-and-planning-remotely>. The chunks on the Networked Teacher and Co-Planning are incredible resources; don't miss the links to the articles cited there.
- Check in with other mentors and attend the mentor support sessions.
- Update the principal or other administrators on the mentoring process.
- Ensure that new teachers engage in any opportunities to review student work in departmental, team, or grade level groups.

School and School System

- Review grading and reporting procedures.
- Discuss the spring standardized testing schedule.

Parents and Community

- For new teachers teaching semester courses, revisit the August and September calendars for reminders of communication systems that need to be implemented with the parents of the second semester students.
- Discuss with them the advisability of communicating via a newsletter or memo the learning goals of the second semester, the purpose and time lines of any major projects, and any changes that will occur in the learning environment during second semester.

Especially for Special Educators

- Support them in reviewing semester grades and other classroom achievement data.
- Help new teachers review the progress of students on their case loads to see if they are moving toward independence.
- Remind them to review the procedures they are using to communicate with general education teachers. Have them do a self-assessment and decide what practices need to be modified.
- Coach them in establishing relationships and communication systems with any new teachers the students have for the second semester.
- Coordinate a review of IEP and TRA dates for second semester.