



MONTHLY CHECKLISTS

The monthly checklists give you some guidance in assisting new staff. The lists are not meant to be inclusive of everything that comes up in your building or program area. It is a list that you can treat as a starting point.

August

- Introduce new staff to others
- Give tour of building, if needed and/or review school layout (including staff restrooms)
- Discuss Open House and what to do
- Show where to find District In-Service Forms that need to be turned in to HR
- Share Building mission vision, values and goals
- Discuss curriculum information—documents, expectations, committee information. If copy of curriculum is needed, contact Instructional Services
- Discuss District calendar (details of schedule, opening day, workday hours)
- Discuss school routines (daily & weekly), master schedule, related arts schedules, lunch routine, playground expectations & equipment, bus procedures
- Cum Folders (where they are and process for accessing the folders)
- Review procedures for acquiring keys, security procedures (fire drills, lock downs etc.), student illness procedures, ordering copies from the Copy Center, food and drink in classrooms, leaving the building during the day, dress code, parking area
- Discuss material ordering process/budget requests
- Review parent communications and parent organizations
- Review technology procedures: log onto the network, saving files to the network, staff resources on the webpage, checking email, Technology and Maintenance Helpdesk procedures, adding a network printer, SDH Shared Folder, making telephone calls, webpages, Infinite Campus (class set-up, attendance, grading, lunch count etc.), Google apps and assessment database.
- Review School District of Holmen Educator Effectiveness Guide
- Discuss Teachscape Training and Danielson Framework for Teaching
- Review scheduling of the labs, laptops, and other technology equipment.
- Discuss classroom management/consequences/creating classroom routines
- Share School District of Holmen Assessment Calendar
- Lesson plans and substitute folders
- Discuss working with Educational Assistants
- Discuss times to meet
- Other

Reflection/Goals (ask the new staff to identify a goal or comment about the first few days of new employment):

Comments—For data collection, please give me an estimate of how often you met, i.e., daily, weekly, etc.:

Please keep forms on file and submit at the end of the first semester and again in May.

New staff name _____

Mentor _____

MONTHLY CHECKLIST

September

- Check in **regularly** to see how things are going and how you can support them.
- Review monthly district/building activities (including assemblies, grade level/department meetings)
- Discuss Professional Learning Communities
- Discuss pacing of the curriculum
- Assist to understand/review IEPs
- Review Special Education referral procedures
- Review procedures for the technology and maintenance help desks
- Review procedures for requesting a substitute
- Discuss inter-scholastic sports and clubs that are available in your building
- Discuss grading procedures – progress reports, introduce report cards, grade book/computer program
- Review Intervention/Enrichment structure
- Review testing procedures (PALS, AIMSweb, F&P, MAP, WKCE)
- Discuss policy for collecting money from students
- Discuss teacher assessment (evaluation) handbook and procedure
- Assist with classroom management plan, building classroom community and discipline questions
- Review field trips/bus requests, assemblies, emergency response directions
- Find time within the first semester to observe each other.
- Assist in developing EEP (SLO and PPG)
- Introduce new teachers to unwritten rules and customs within the district
- Share any teacher time savers
- Be available
- Other

Reflection/Goals:

Comments—For data collection, please give me an estimate of how often you met, i.e., daily, weekly, etc.:

Please keep forms on file and submit at the end of the first semester and again in May.

MONTHLY CHECKLIST

October

- Review monthly district/building activities including the monthly new teachers support sessions
- Reflect on first month
- Review student assessment data to guide instruction
- Review state testing and other large scale assessment procedures
- Discuss ideas for test taking skills to for WKCE (grades 4,8, 10) and Aspire Early High School Assessment (grade 9)
- Review curriculum pacing
- Assist in preparing mid-term or progress reports
- Discuss parent teacher conferences, including communicating a student's strengths and needs and building procedures for conferences
- Review in-service days and professional development opportunities
- Procedures for a "New" student to your classroom
- Review report cards
- Review SLOs, PPGs and formal observation
- Review EST Process
- Discuss support seminars
- Discuss budget requests
- Discuss any current educational issues
- Discuss student motivation and student learning
- Be available
- Other

Reflection/Goals:

Comments—For data collection, please give me an estimate of how often you met, i.e., daily, weekly, etc.:

Please keep forms on file and submit at the end of the first semester and again in May.

MONTHLY CHECKLIST

November

- Review monthly district/building activities
- Assist with end-of-quarter grading and report card procedures
- Review curriculum pacing
- Review information on student holiday parties/district policies
- Review information on whom to go to for particular information—Instructional Services, Pupil Services, Business Office, etc.
- Review playground rules/procedures for inclement weather, temperature, indoor recess, and snowballs
- Discuss snow day procedures
- Examine local assessments and assessment results
- Observe each other's classroom/teaching
- Continue observation feedback
- Share information on staff holiday parties
- Discuss special program opportunities for students such as after-school program or tutoring
- Discuss any current educational issues
- Be available
- Other

Reflection/Goals:

Comments—For data collection, please give me an estimate of how often you met, i.e., daily, weekly, etc.:

Please keep forms on file and submit at the end of the first semester and again in May.

MONTHLY CHECKLIST

December

- Review monthly district/building activities
- Examine retention policies/credit obtained
- Review report cards and grading
- Share “tricks” to get through the winter; share the “Phases of Teaching”
- Observe third party together, if possible
- Continue observation feedback
- Continue verbal and written support and encouragement
- Discuss department meeting/unit meetings/team leaders meetings
- Discuss District leadership opportunities
- Discuss and plan for mid-year SLO progress check
- Discuss the collection of evidence for Educator Effectiveness
- Discuss end of semester procedures
- Review curriculum pacing and appraise progress
- Discuss any current educational issues
- Did you have an opportunity to observe each other?
- Other

Reflection/Goals:

Comments—For data collection, please give me an estimate of how often you met, i.e., daily, weekly, etc.:

Please keep forms on file and submit at the end of the first semester and again in May.

MONTHLY CHECKLIST

January

- Review monthly district/building activities
- Review report cards/records day/final grades
- Review school/classroom procedures for ending and beginning a semester
- Examine 2nd semester classes/schedule
- Review curriculum documents and pacing for second semester
- Review first semester experience and discuss the highs and lows.
- How is the mentor relationship going?
- Is there anything else we could be doing to support you?
- Share some stress relievers
- Discuss any current education issues
- Mentor submits Monthly Checklists for first semester to Wendy @ Instructional Services

Reflection/Goals:

Comments—For data collection, please give me an estimate of how often you met, i.e., daily, weekly, etc.:

Please keep forms on file and submit at the end of the first semester (**turn in now**) and again in May.

MONTHLY CHECKLIST

February

- Review monthly district/building activities
- Review curriculum pacing
- Review and District and other assessments to guide instruction
- Continue with observation feedback
- Continue with encouragement and support
- Examine new teachers professional growth opportunities and professional organizations
- Discuss any current educational issues
- Other

Reflection/Goals:

Comments—For data collection, please give me an estimate of how often you met, i.e., daily, weekly, etc.:

Please keep forms on file and submit at the end of the first semester and again in May.

New staff name _____

Mentor _____

MONTHLY CHECKLIST

March

- Review monthly district/building activities
- Review curriculum pacing
- Discuss and plan for spring assessments (District and State)
- Review assessments to guide instruction
- Review test taking strategies
- Examine new teachers' concerns and needs
- Review end of the quarter grading and report cards
- Review procedures for parent/teacher conferences and support as needed
- Discuss summer school referrals
- Discuss budgeting and ordering for the following year
- Discuss any current educational issues

Reflection/Goals:

Comments—For data collection, please give me an estimate of how often you met, i.e., daily, weekly, etc.:

Please keep forms on file and submit at the end of the first semester and again in May.

MONTHLY CHECKLIST

April

- Review monthly district/building activities
- Review curriculum pacing
- Review and discuss assessments to guide instruction
- Discuss procedures for classroom inventories
- Discuss summer school teaching opportunities and procedures
- Discuss progress on SLO and collection of artifacts for Educator Effectiveness
- Continue positive feedback and support
- PDP Training (provided by the District for Initial Educators)
- Review summer professional development opportunities
- Discuss any current educational issues
- Reflect and evaluate the year

Reflection/Goals:

Comments—For data collection, please give me an estimate of how often you met, i.e., daily, weekly, etc.:

Please keep forms on file and submit at the end of the first semester and again in May.

MONTHLY CHECKLIST

May/June

- Review monthly district/building activities
- Review curriculum pacing
- Review and discuss assessments to guide instruction
- If relevant, review Professional Development Plan (PDP) components
- Discuss testing and evaluating end of the year progress of students
- Discuss Final Conference for Educator Effectiveness
- Discuss next year's calendar
- Review closing up your classroom for the summer
- Discuss what paperwork must be done prior to leaving for the summer
- Discuss end of the year procedures
- Discuss final grading/credits
- Discuss transfer possibilities and procedures to transfer
- End of year cum folder procedures
- "Tricks" for the final weeks of school
- Discuss what could be completed over the summer to prepare for next fall
- Remind mentee to complete and submit New Teacher Evaluation (on line)
- Complete, sign and submit checklists to Wendy @ Instructional Services by May 25th
- Other

Reflection/Goals:

Comments—For data collection, please give me an estimate of how often you met, i.e., daily, weekly, etc.:

New staff name _____

Mentor _____

Please turn in by May 31st