

GUIDELINES FOR MENTORS

*The mentor will spend time with a new staff member allowing an opportunity for him/her to become acquainted with the building and daily procedures. Listed are areas that will be reviewed in addition to questions and concerns the new staff member may have.

- Photocopy procedures
- Procedures for report cards
- Procedures for midterm grades
- Grade reporting from special area teachers
- Extra duties (bus, lunchroom, class sponsors, etc.)
- Classroom discipline procedures
- School wide discipline procedures
- Location of supplies
- Location of textbooks
- Professional travel opportunities
- Classroom telephone messaging
- Parent/teacher conferences
- Open house procedures
- Academic evaluation
- Curriculum profiles
- Illinois Learning Standards
- ISAT
- ITBS testing
- Development of substitute packet
- Textbook rotation (piloting procedures)
- Book order procedures
- Money for classroom use
- Assemblies (awards, ceremonies, entertainment)
- Parental involvement within building
- Planning for monthly visit
- Library procedures