

Mentor Checklist

Tara Link-Moberly School District

Computer Topics

- _____ SIS (taking attendance, grades, reports, documentation)
- _____ Pulse
- _____ BYOC
- _____ Class website
- _____ District Webpages
 - _____ Forms available
 - _____ Resources
- _____ Technology Resources Available
- _____ Completing a tech work order
- _____ Ability to print
- _____ Using a Smartboard/Prometheum (comfort level)

Terminology

- _____ Key terms used around here (also in handbook for hires) (PLC, PBS,CLT, SLO, CO, MLS, etc)

Curriculum/Assessment

- _____ Curriculum resource
- _____ Learning Targets
- _____ Common Assessments
- _____ DRA (grades K-5)
- _____ Subject area programs
- _____ Subject Area Resources
- _____ District Coordinators/Chairpersons
- _____ Vertical Teaming
- _____ Data collected
- _____ SLO process

Human Resources

- _____ Central Office Contact Personnel
- _____ District Credit Card use
- _____ PD Forms/Paperwork
- _____ Professional Leave
- _____ Sick or Personal Leave
- _____ Sub request procedures
- _____ Calling Subfinder
- _____ Payday
- _____ District Vehicles
- _____ Insurance resources

Building Information

- _____ Important Room locations (office, copier, restrooms)
- _____ Lunchroom Procedures
- _____ Student Arrival/Dismissal Process
- _____ Secretaries & Custodians
- _____ Building Aides

- _____ Resources available
- _____ Arrival/Dismissal times
- _____ Building key
- _____ Drill procedures/posting
- _____ Meeting Times
- _____ CLT time
- _____ PLC Process
- _____ PBS procedures/info
- _____ Committees
- _____ Duties (morning, afternoon,lunch)
- _____ Use of computer lab
- _____ Use of library

Interventions

- _____ Tier 1,2, & 3
- _____ Expectations

Office Procedures

- _____ Purchase orders
- _____ Copiers, workroom, laminating
- _____ Innerschool mail
- _____ Bus procedures
- _____ Office Supplies

Collaboration

- _____ Purpose & Expectations
- _____ Working with Special Education
- _____ PLC Focus
- _____ Norms

Student Support

- _____ Discipline referral/PBS
- _____ Guidance counselor referral
- _____ Support programs available
- _____ Special Education referrals
- _____ Home to School Liaison
- _____ Nurse Procedure
- _____ Documentation (parent calls, discipline)
- _____ Parent contacts & support

Other

- _____ Back to School Night
- _____ Parent Teacher conferences-Fall & Spring
- _____ Other after-school events/expectations
- _____ Documenting PD hours (all staff)