



**GCCISD New Teacher Induction Program  
Lead Mentor PD Guide - Fall Semester**



LEAD Mentor: \_\_\_\_\_

Campus: \_\_\_\_\_ Date: \_\_\_\_\_

**Book Study: "The Classroom Management Book" by Harry and Rosemary Wong  
Collaborate with campus principal on monthly meeting topics.**

<b>Suggested Agenda Topics for Monthly Meetings</b>	<b>Date</b>	<b>Topics</b>
<b>August</b>		<b><u>Preparation Before School Begins &amp; Procedures For the First Day of School</u></b>
Prepare Before School Begins pg.16		
Creating a Classroom Management Plan pg. 26		
How to Teach a Procedure pg. 47		
The Agenda pg. 64		
An Opening Assignment pg. 70		
Back-to-School Night pg. 260		
Other:		
Assignment: Prepare a First-Day Script; Prepare Classroom Management Plan		
<b>September</b>		<b><u>Procedures For the Students: For the Classroom</u></b>
<b>Reflections from 1st Mentee Observation</b>		
Collecting Notes and Forms pg. 88		
Classroom Tardiness pg. 92		
Absent Folder pg. 96		
Organizing Homework pg. 100		
Getting Students' Attention pg. 118		
Parent-Teacher Conference pg. 256		
Other:		
Assignment: Research Attention Getting Signals try 3 new ideas. Share findings at next meeting		
<b>October</b>		<b><u>Procedures For the Classroom</u></b>
Classroom Jobs pg. 122		
Bathroom Breaks pg. 130		
Replacing Dull or Broken Pencils pg. 134		
Collecting and Returning Papers pg. 142		
Classroom Transitions pg. 146		
Substitute Teacher Handbook pg. 242		
Other:		
Assignment: Planning For a Substitute; Share Sub folder at next meeting		
<b>November</b>		<b><u>Procedures For the Classroom</u></b>
<b>Reflections from 2nd Mentee Observation</b>		
Keeping Students on Task pg. 150		
Finishing Work Early pg. 154		
Missing Assignment Slip pg. 158		
Daily Closing Message pg. 162		
Home and School Connection pg. 264		
Other:		
Assignment: Get Organized... create tools for time management; Daily planner, Reflective journal, Managing paperwork		

Lead Mentor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Administrator Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**\*All first semester paperwork must be received by the District HR Coordinator no later than November 22 for first semester Lead mentor payment to be issued return PD Guide, Agendas, Sign in Sheets\***

xc: Original-Coordinator      Copy-Mentor      Copy-Administrator