



**GCCISD New Teacher Induction Program
FIRST SEMESTER MENTOR CHECKLIST**



Mentee Name:	Mentor Name:
GCCISD Campus:	Date:

Mentors should have contact with their mentee at least one time per week during the first semester.

Week	Date of Contact	Mode of Contact	Topics Covered	Relevant Topics to Discuss
August				
August 5-9				First day procedures, classroom management plan, campus information (Front Office staff, copy procedures, etc.), attendance/gradebook procedures, TTESS goal setting, scope and sequence/curriculum information, lesson plans.
August 12-16				
August 19-23				
August 26-30				
By August 30:				
New teacher observes mentor for at least 30 minutes.				
September				
September 2-6				Classroom management, parent communication, discipline referrals, evaluation tips, Substitute binder/folder, student accommodations, Open House information, Eduphoria
September 9-13				
September 16-20				
September 23-27				
By September 27:				
Mentor observes new teacher for at least 30 minutes.				
October				
September 30-October 4				Student engagement strategies, student referrals for special programs, report cards, time management, professional development, tracking student data
October 7-11				
October 14-18 - FALL BREAK				
October 21-25				
October 28-November 1				
By October 11:				
New teacher observes veteran teacher for at least 30 minutes.				
By October 30:				
Mentor observes new teacher and turns in October New Teacher Observation Form.				
November				
November 4-8				TTESS observation tips, technology, keeping classroom neat/orderly, organization, review scope and sequence, parent volunteers
November 11-15				
November 18-22				
By November 22:				
First Semester Mentor Checklist completed and turned in to Campus Mentee Support Team Member.			*Email Second Semester Checklist to Mentee Support Team by November 22.	

Mentor Signature:	Date:
Mentee Signature:	Date:

***All first semester paperwork must be received by the Mentee Support Team no later than November 22 for first semester mentor payment to be issued.**