New Employee Induction Program

Requirements and Program Forms
# NEW EMPLOYEE INDUCTION PROGRAM

**Table of Contents**  

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Requirements</td>
<td>3</td>
</tr>
<tr>
<td>Expectation of Supervising Administrator and Human Resources</td>
<td>4</td>
</tr>
<tr>
<td>Expectation of Mentor and New Employee</td>
<td>5</td>
</tr>
<tr>
<td>Mentor Training</td>
<td>6</td>
</tr>
<tr>
<td>Role or Mentor</td>
<td>7</td>
</tr>
<tr>
<td>Role of New Employee</td>
<td>8</td>
</tr>
<tr>
<td>Program Forms</td>
<td>9</td>
</tr>
<tr>
<td>Assigned Mentor Form</td>
<td>10</td>
</tr>
<tr>
<td>Checklist for Supervising Administrator</td>
<td>11</td>
</tr>
<tr>
<td>Meet Your Mentor</td>
<td>12</td>
</tr>
<tr>
<td>Meet Your Mentee</td>
<td>13</td>
</tr>
<tr>
<td>Mentor/Mentee Checklist</td>
<td>14-18</td>
</tr>
<tr>
<td>Process for Resolving Conflict between Mentor/Mentee</td>
<td>19-20</td>
</tr>
<tr>
<td>Monthly Mentoring Log</td>
<td>21</td>
</tr>
<tr>
<td>Mentor/Mentee Log – Focused Reflection &amp; Discussion</td>
<td>22</td>
</tr>
<tr>
<td>Monthly Checklists</td>
<td></td>
</tr>
<tr>
<td>Coordinators of Special Education</td>
<td>23-27</td>
</tr>
<tr>
<td>ECSE</td>
<td>28-32</td>
</tr>
<tr>
<td>Occupational Therapist/ Physical Therapist</td>
<td>33-37</td>
</tr>
<tr>
<td>School Psychologist</td>
<td>38-42</td>
</tr>
<tr>
<td>School Social Worker</td>
<td>43-47</td>
</tr>
<tr>
<td>Special Education Teacher</td>
<td>48-52</td>
</tr>
<tr>
<td>Speech-Language Pathologist</td>
<td>53-58</td>
</tr>
<tr>
<td>Teacher of Deaf/Hard of Hearing</td>
<td>59-63</td>
</tr>
</tbody>
</table>
NEW EMPLOYEE INDUCTION PROGRAM

Requirements

The Southwest/West Central Service Cooperative (SW/WC SC) believes that our most valuable asset is our employees. In order to assist new employees, SW/WC SC implemented a complete Employee Induction Program. This is a joint responsibility of the new employee’s supervising administrator, mentor, and human resources. The purpose of the program is to:

- Provide information to help the new employee integrate smoothly and quickly into SW/WC SC;
- Introduce the new employee to SW/WC SC as a whole – it’s structure, mission, vision, values, and priorities, etc.;
- Help the new employee identify the importance of their role within SW/WC SC and how what they do affects others;
- Introduce the new employee to their division/department goals and their role in helping meet those goals;
- Promote communication between the new employee and management;
- Make the new employee feel welcome and assure them they made the right decision in joining SW/WC SC;
- Provide a mentor to the new employee who is in a like position, if possible, to be able to address specific skills sets for given disciplines and to help establish a sense of belonging; and
- Get the new employee excited about being a part of SW/WC SC and motivated to do the best job possible.

By involving new staff in a complete induction program, it helps to ensure that employees are positioned to transition into their new role in a productive and efficient manner. The program is designed to enable the new employee to become a useful, integrated member of SW/WC SC, which in turn allows SW/WC SC to continue being a leader in providing quality programs and services to our members.

As part of the Employee Induction Program, the new employee will be matched with a trained mentor. The mentor will provide ongoing feedback and guidance to the new person so as to assist the person in becoming an effective and integrated staff member of SW/WC SC.

Costs in implementing the SW/WC SC Employee Induction Program include:

- **Mileage Costs** – Any mileage costs incurred by the mentor and/or new employee as a result of induction activities will be paid out of the budget that the new employee is coded.

- **Mentor Stipend** – Exempt employees selected to serve as mentors will be paid a stipend of $550 on an annual basis for each year the person serves as a mentor unless they are designated as a Program Lead. These costs will be paid out of the budget that the new employee is coded.

- **Mentor Training Costs** – Any mentor training costs will be paid out of the budget that the new employee is coded.

The SW/WC SC will assess the effectiveness of the Employee Induction Program by checking with administrators, mentors, and new employees.
Expectation of Supervising Administrator
and Human Resources

The Supervising Administrator and/or Human Resources will be responsible for the following:

- **Assigned Mentor Form** – The Supervising Administrator will use the *Assigned Mentor Form (Attachment #1)* to assign a mentor for staff they supervise. The Assigned Mentor Form will be sent to Human Resources by August 1st of a given year or within two weeks of a new hire during the year.

- **Checklist for Supervising Administrator** – The Supervising Administrator will complete the tasks outlined on the *Checklist for Supervising Administrator (Attachment #2)* by the deadline stated.

- **Needs Assessments** –
  - Human Resources will check-in with the new employee within the first 30 to 60 days and then again in 120 days to determine if the new employee has any work related needs. These needs will then be communicated to the Supervising Administrator. The Supervising Administrator will work with Human Resources or other relevant staff to address those needs.
  - Human Resources will check-in with the mentor within the first 30 to 60 days and then again in 120 days to determine if the mentor has any training needs. The Supervising Administrator, Human Resources, and the mentor should work collaboratively to meet any training needs that are identified.

- **Mentor Training** – Human Resources will schedule training for the mentor. Possible topics include:
  - Why is Mentoring and Induction Important?
  - Mentor Expectations and Roles
  - Support Strategies – Consultation, Collaboration, and Coaching
  - Typical New Staff Phases and Concerns
    - Anticipation, Survival, Disillusionment, Rejuvenation, Reflection, Anticipation
    - Self, Task, Impact
  - Mentor and New Staff Member Relationships – Trust, Generational Differences, and Personalities
  - Communication and Listening Skills
    - Good Listening Skills
    - Pause, Paraphrase, and Probe
  - Use of Mentor/New Staff Member Logs
  - Coaching and Observation Techniques
    - Peer Observation
    - Planning Conference
    - Coaching and Reflective Conference

**Handling Conflict/Exit Plans:** For this procedure, see the *Process for Resolving Conflict between Mentor and Mentee (Attachment #6).*
**Expectation of Mentor and New Employee**

**Monthly Meetings:** The mentor and new employee must interact at least monthly during the first year either in person or via the use of technology. Four of these meetings must be face to face (options include: Skype, joint staff meetings, staff in-services, etc.) while the others can be done using telephone or electronic means.

**Prior to or at the First Meeting:** The mentor will complete *Meet Your Mentor (Attachment #3)* and the new employee will complete *Meet Your Mentee (Attachment #4)* and give a copy to each other.

**First Meeting:** The first meeting will be a face-to-face meeting that needs to occur by August 31\textsuperscript{st} or within two weeks of the new staff person beginning their job. The mentor and new employee will make the arrangements for the first meeting. A *Mentor/Mentee Checklist (Attachment #5)* provides monthly topics to cover.

**Monthly Log:** The *Monthly Mentoring Log (Attachment #7)* must be completed monthly by the mentor and sent to the Supervising Administrator each month.

**Focused Reflection:** The mentor and mentee will complete the *Mentor/Mentee Log – Focused Reflection and Discussion (Attachment #8)* at the end of each monthly interaction. The mentor will then submit the completed form to the Supervising Administrator.

---

For staff members who provide direct services to students or serve as a consultant to school districts:

**Monthly Checklists by Discipline:** A checklist is provided with suggested topics to cover during the monthly interactions with the new employee that are specific to each discipline *(Attachment #9).*

**Mentor Observation/Coaching:** The mentor will observe the new employee two times during the school year. The first observation must take place by the end of November. The second observation must take place by the end of March. If observations are not done, the mentor’s stipend will be reduced.

**New Employee Observation/Reflection:** The new employee will observe the mentor at least one time during the school year. This observation must take place by the end of January. The new employee will travel to the mentor’s district or office to observe and reflect with the mentor.
Mentor Training

**Needs Assessment:**
Human Resources will check-in with the mentor within the first 30 to 60 days and then again in 120 days to determine if the mentor has any training needs. The Supervising Administrator, Human Resources, and the mentor should work collaboratively to meet any training needs that are identified.

**Mentor Training Topics:**
Human Resources will schedule training in the fall for mentors. Possible topics include:
- Why is Mentoring and Induction Important?
- Mentor Expectations and Roles
- Support Strategies – Consultation, Collaboration, and Coaching
- Typical New Staff Member Phases and Concerns
  - Anticipation, Survival, Disillusionment, Rejuvenation, Reflection, Anticipation
  - Self, Task, Impact
- Mentor and New Staff Relationships – Trust, Generational Differences, and Personalities
- Communication and Listening Skills
  - Good Listening Skills
  - Pause, Paraphrase, and Probe
- Use of Mentor/New Staff Member Logs
- Coaching and Observation Techniques
  - Peer Observation
  - Planning Conference
  - Coaching and Reflective Conference
Role of Mentor

The following list identifies the role of the mentor as they move the practice of the new employee forward:

- Ensure new employee is accompanied by an SW/WC SC employee to his/her schools for purposes of introductions;
- Attend mentor training sessions and participate in a professional learning community;
- Develop a trusting, confidential relationship with the new employee;
- Serve as a coach and resource person;
- Encourage the new employee, reflecting on strengths and successes;
- Conduct informal mentor observation and provide feedback to the new employee;
- Model best practice methods and share educational materials and strategies;
- Allow the new employee to develop his/her own professional style;
- Serve as an advocate when necessary;
- Guide the new employee in reflection, self-assessment, and establishment of a professional development plan;
- Maintain program documents and provide to administration as requested;
- Participate in mentor and program evaluation;
- Go to lunch together within the first few days (Service Cooperative will reimburse for one lunch);
- Provide an opportunity to ask questions without feeling intimidated;
- Introduce to other employees;

The role of the mentor is that of a coach, guide, supporter, friend, advocate and role model.
Role of New Employee

The following list identifies the role of the new employee participating in the induction program:

- Develop a trusting relationship with mentor;
- Attend professional learning opportunities;
- Meet with the mentor throughout the year;
- Use data to inform and improve;
- Develop and reflect on goals for continuous improvement;
- Attend staff networking meetings, if applicable;
- Attend required Service Cooperative In-services;
- Be open to new ideas and suggestions and try a variety of best practices;
- Manage time and work efficiently;
- Participate in a professional learning community;
- Participate in program evaluation.
New Employee Induction Program Forms

#1 – Assigned Mentor Form
#2 – Checklist for Supervising Administrator
#3 – Meet Your Mentor
#4 – Meet Your Mentee
#5 – Mentor/Mentee Checklist
#6 – Process for Resolving Conflict Between Mentor and Mentee
#7 – Monthly Mentoring Log
#8 – Mentor/Mentee Log – Focused Reflection and Discussion
#9 – Monthly Checklists by Discipline

(Coordinator of Special Education, ECSE, OT/PT, School Psychologist, School Social Worker, Special Education Teacher, SLP, DHH)
# NEW EMPLOYEE INDUCTION PROGRAM

## Assigned Mentor Form

<table>
<thead>
<tr>
<th>New Employee’s Name:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Position/Title:</td>
<td></td>
</tr>
<tr>
<td>Division:</td>
<td></td>
</tr>
<tr>
<td>Schools Serving (if applicable):</td>
<td></td>
</tr>
<tr>
<td>Phone Number/Cell Phone Number:</td>
<td></td>
</tr>
<tr>
<td>Mentor’s Name:</td>
<td></td>
</tr>
<tr>
<td>Submitted By:</td>
<td></td>
</tr>
</tbody>
</table>
NEW EMPLOYEE INDUCTION PROGRAM

Checklist for Supervising Administrator

New Employee: _________________________________          Start Date: _________________
Supervising Administrator: _____________________________________

TASKS TO DO BEFORE NEW EMPLOYEE’S FIRST DAY

Instructions: Place a checkmark in the box when task is completed.

- Send New Employee Information Form and New Employee IT Resources Request Form to HR
- Schedule orientation with Elizabeth and employee
- Call new employee and welcome him/her
- Inform new employee of first-day reporting process (where, when, to whom)
- Send memo to staff of new employee’s hire
- Prepare new employee’s work area (see checklist below).
- Assign staff member to serve as mentor to new employee and forward name to HR
- Meet with mentor to discuss expectations of their interaction with new employee and have mentor fill out “Meet Your Mentor”
- Schedule time on your calendar to meet with new employee

PREPARATION OF NEW EMPLOYEE’S WORK AREA (prior to start date)

Instructions: Place a checkmark in the box when item is provided in work area.

<table>
<thead>
<tr>
<th>Request from</th>
<th>Item</th>
</tr>
</thead>
<tbody>
<tr>
<td>IT</td>
<td>Desk/work area (Supervising Administrator’s Assistant)</td>
</tr>
<tr>
<td>HR</td>
<td>Telephone and directory (Tech/HR coordinate for extension, Tech for equipment)</td>
</tr>
<tr>
<td>IT</td>
<td>Long distance phone code</td>
</tr>
<tr>
<td>IT</td>
<td>Computer, PDA, Printer, Scanner, etc.</td>
</tr>
<tr>
<td>IT</td>
<td>Passwords for computer system, copier, telephone</td>
</tr>
<tr>
<td>HR</td>
<td>E-mail address (Elizabeth requests from Bill once New Employee Form is received)</td>
</tr>
<tr>
<td>HR</td>
<td>Keys (if applicable)</td>
</tr>
<tr>
<td>BO</td>
<td>Gas Card access and schedule company car training (if applicable)</td>
</tr>
<tr>
<td>BO</td>
<td>Credit Card (if applicable)</td>
</tr>
<tr>
<td>HR</td>
<td>Nameplate</td>
</tr>
<tr>
<td>HR</td>
<td>Business cards (if applicable)</td>
</tr>
<tr>
<td>HR</td>
<td>Identification Badge (if applicable)</td>
</tr>
</tbody>
</table>

NEW EMPLOYEE’S FIRST DAY

Instructions: Place a checkmark in the box when activity is completed.

- Personally greet new employee
- Introduce new employee to co-workers and mentor and have mentee fill out “Meet Your Mentee”
- Provide a written overview of department/center and its relationship to the organization and team roster
- Review job description, responsibilities, expectations, and work schedule/calendar
- Review department/center goals, priorities, policies and procedures
- Have employee complete any required forms
- Explain performance review process
- Discuss leave request procedures and that overtime must be pre-approved, if applicable
- Meet with new employee at day’s end to answer questions, review information, etc.
- Have Employee record their full name in the company voicemail directory.
  Steps: logon to voicemail then press: 7, 6, 2, #. (Shoretel Phones Only)
- Have Employee record their voicemail greetings in accordance with the SW/WC Service Cooperative Voicemail Greeting Guidelines/Examples

OFFICE TRAINING

Instructions: Place a checkmark in the box when it’s been explained.

- Tour of work site
- Location of restroom, break room/lunch room, where to get supplies
- Operation of telephone/setup voicemail
- How to send and receive email, Intranet and ESS website
- Location and operation of copier, fax machine, mail room and procedures

KEY: IT – Information Technology; HR – Human Resources; BO – Business Office
NEW EMPLOYEE INDUCTION PROGRAM

Meet Your Mentor

Name _____________________________________________________

Work related Experience: ______________________________________

________________________________________________________________________________

________________________________________________________________________________

________________________________________________________________________________

________________________________________________________________________________

________________________________________________________________________________

3-5 Things you really enjoy doing besides what is required by your job:

1. __________________________________________________________

2. __________________________________________________________

3. __________________________________________________________

4. __________________________________________________________

5. __________________________________________________________

Contact Information:

Work Phone Number: _________________________________________

Cell Phone Number: __________________________________________

Miscellaneous Information:

________________________________________________________________________________

________________________________________________________________________________

________________________________________________________________________________

________________________________________________________________________________
NEW EMPLOYEE INDUCTION PROGRAM
Meet Your Mentee

Name _______________________________________________________

Work related Experience: ____________________________________________
_______________________________________________________________
_______________________________________________________________
_______________________________________________________________

3-5 Things you really enjoy doing besides what is required by your job:

1. _____________________________________________________________
2. _____________________________________________________________
3. _____________________________________________________________
4. _____________________________________________________________
5. _____________________________________________________________

Contact Information:

Work Phone Number: _____________________________________________

Cell Phone Number: _____________________________________________

Miscellaneous Information:

________________________________________________________________
________________________________________________________________
________________________________________________________________
________________________________________________________________
NEW EMPLOYEE INDUCTION PROGRAM

Mentor/Mentee Checklist

Discussion between mentor and new employee at first meeting held by August 31st or within two weeks of new employee beginning position. The first meeting expected to be approximately two hours in length.

Mentor/Mentee Checklist

<table>
<thead>
<tr>
<th>August (Month 1)</th>
</tr>
</thead>
</table>

- Fill out: Meet your Mentor/Mentee Form

Schedule time to:
- Meet with Mentor/Mentee (Prior to August 31st, or within two weeks of Start date) (This can be done over lunch; co-op will pay for one lunch meeting)

Cover the Following at the meeting:
- Go over Meet your Mentor/Mentee form
- Share effective resources, websites, work related strategies and district forms (mentor may want to create an informational packet with frequently used materials, is needed software preloaded on computer)
- Does Mentee want an escort to his/her schools for the purpose of introduction?
- Discuss how/when monthly contacts will be made (face to face, phone, Skype, other) In between monthly meetings (email, phone, other)

If applicable:
- Review State and National Core Content Standards
- Work together to outline plans for instruction/instructional strategies
- Show mentee around work area and introduce them to staff

Discuss job specific training needs: Look on Coop Website to review upcoming trainings
- SPEDForms training/Campus (if needed)
- Microsoft Office training
- iPad/SmartBoard training
- Cell phone policy

Discussion Ideas:
- Coop hierarchy, people/offices
- Map of SC region/list of member schools
- How to order supplies/get what I need in school
- Requesting time off/sick leave
- Who do I contact for questions regarding __________
- Office assistance and what to expect of them
- Car procedures/mileage/gas card
- Expense form/original itemized receipt
- How to make a schedule dealing with multiple districts
- Cell Phone Policy
- Finding resources on the Intranet (agency templates, forms, etc.)

- Fill out/submit: Focused Reflection and Discussion log
- Fill out/submit: Monthly Mentoring Log

**September (Month 2)**

- Discuss performance evaluation rubrics and what areas need support to perform job duties
  (Look at professional development trainings available)

  Discussion ideas:
  - Managing time
  - Coop benefits (sick days, 403b, pension)
  - Operating procedures/Workshop attendance procedures
  - Locating materials and resources

- Arrange for observation of Mentee prior to the end of November (use rubric as framework for observation)
- Review last months Focused Reflection & Discussion Log
- Fill out/submit this month’s Reflection and Discussion Log
- Fill out/submit this month’s Monthly Mentoring Log

**October (Month 3)**

- Discuss upcoming observation; what areas are going well and what areas are struggles? (You can use the rubric as a framework) Are there areas that the mentee would like the mentor to look at specifically?

  Discussion ideas:
  - Difficult people to work with
  - Developing relationships with administration and staff
  - Professional organizations
  - Inclement weather procedures

- Review last months Focused Reflection & Discussion Log
- Fill out/submit this month’s Reflection and Discussion Log
- Fill out/submit this month’s Monthly Mentoring Log
November (Month 4)

☐ First observation of Mentee to be performed by end of this month
☐ Debrief following Mentee observation; discuss what went well and suggestions for improvement
☐ Set up time for Mentee to observe Mentor. May want to focus on one area to observe (To be completed by the end of January)

Discussion ideas:
☐ Where do I get needed materials
☐ Low incidence services and functional behavior assessments
☐ Continuing Education and meeting license requirements
☐ Upcoming professional development trainings and mentee needs

☐ Review last months Focused Reflection & Discussion Log
☐ Fill out/submit this month’s Reflection and Discussion Log
☐ Fill out/submit this month’s Monthly Mentoring Log

December (Month 5)

☐ Debrief following mentee observation (if not yet completed)
☐ Schedule time for mentee to observe mentor (to be complete by the end of January)
☐ Are there any specific areas to focus the observation on?

Discussion ideas:
☐ Communicating with schools
☐ Time study forms and fiscal monitoring
☐ Data Collection
☐ Stress management
☐ Procedures regarding holiday activities

☐ Review last months Focused Reflection & Discussion Log
☐ Fill out/submit this month’s Reflection and Discussion Log
☐ Fill out/submit this month’s Monthly Mentoring Log

January (Month 6)

☐ Mentee to observe Mentor by the end of this month
☐ Debrief following Mentor observation
☐ Set up time for Mentor to observe Mentee by the end of March

Discussion ideas:
☐ Effective strategies for working with students/adult learners
☐ Dealing with isolation
- Increasing involvement
- Reflective thinking

- Celebrate successes and give examples of good work done by mentor/mentee
- Review last months Focused Reflection & Discussion Log
- Fill out/submit this month’s Reflection and Discussion Log
- Fill out/submit this month’s Monthly Mentoring Log

**February (Month 7)**

- Plan for final observation of mentee (to be completed by the end of March)
- Discuss areas mentee would like mentor to focus on
- Debrief following observation if already completed (discuss observation, offer encouragement and suggestions based on pre-observation needs)

Discussion ideas:
- 504 vs. IEP’s
- Changing a student’s placement
- Appropriate service time, direct/indirect time
- Testing accommodations
- Preparing teachers for state mandated testing
- Vocational evaluations and resources

- Review last months Focused Reflection & Discussion Log
- Fill out/submit this month’s Reflection and Discussion Log
- Fill out/submit this month’s Monthly Mentoring Log

**March (Month 8)**

- Complete Mentee observation by the end of this month
- Debrief following observation (discuss observation, offer encouragement and suggestions based on pre-observation needs)

Discussion ideas:
- Writing an effective report
- Community based instruction
- Assistive technology
- Transition IEP resources

- Review last months Focused Reflection & Discussion Log
- Fill out/submit this month’s Reflection and Discussion Log
- Fill out/submit this month’s Monthly Mentoring Log
April (Month 9)

☐ Debrief following observation if not already completed (discuss observation, offer encouragement and suggestions based on pre-observation needs)

Discussion ideas:
☐ Supplemental aids/services
☐ Transitions
☐ Fading Mentor support
☐ Evaluating teacher performance
☐ Training needs
☐ How to order supplies for next year

☐ Review last months Focused Reflection & Discussion Log
☐ Fill out/submit this month’s Reflection and Discussion Log
☐ Fill out/submit this month’s Monthly Mentoring Log
☐ Fill out induction program evaluation by May 1st (offer suggestions for improvement)

May (Month 10)

Discussion ideas:
☐ End of year procedures
☐ Paperwork to be completed
☐ Organization of materials over the summer
☐ Plan for summer/beginning of year activities
☐ Success and challenges

☐ Review last months Focused Reflection & Discussion Log
☐ Fill out/submit this month’s Monthly Mentoring Log
NEW EMPLOYEE INDUCTION PROGRAM

Process for Resolving Conflict between Mentor/Mentee

**Intervention Process**

1. Talk and discuss the issue with your mentee/mentor.

2. Talk with the Supervising Administrator or Human Resources and make them aware of the issue.

3. Fill out the Clarifying the Issues Sheet. Review this sheet with your Supervising Administrator or Human Resources.

4. The Supervising Administrator or Human Resources will work with both the mentor and mentee to help them reflect on the issue and resolve it. The Supervising Administrator or Human Resources will work as a mediator to resolve conflicts.
   - Ensure that both parties are aware that there is a problem.
   - Coach the necessary parties in how they can proceed.
   - Should it be necessary, they will inform the Division Director of the issue and plan on how to proceed.

5. The mentee, mentor, and administration will work on a plan of dissolving the mentoring relationship. This sentence is not clear to me. Do we mean to say that all three parties will work on a plan to dissolve the relationship??

**Termination Process**

1.) A meeting between the Supervising Administrator or Human Resources, mentee and mentor will occur.
   - Acknowledge the stumbling block encountered without blaming or passing judgment.
   - End on an upbeat note.
   - Focus conversations on what each has learned, and express appreciation for all parties involved on what went well.

Since having a mentor is a requirement for new employees in their first year, a new mentor will be assigned to the new employee.
Clarifying the Issue(s)

1. What is the issue?

2. What have you done to resolve the issue?

3. How does this issue impact student learning and/or teacher development or in you being able to complete your duties?
NEW EMPLOYEE INDUCTION PROGRAM

Monthly Mentoring Log

Each mentor needs to:

- Have a face-to-face meeting with their mentee by August 31st;
- Complete Mentor/Mentee Log – Focused Reflection and Discussion and send to supervising administrator;
- Complete time log monthly and send to supervising administrator;
- Have at least one meeting a month with your mentee, with four of these during the year being face to face;
- Observe your mentee twice (once by the end of November and one by the end of March); and
- Have your mentee observe you once during the year prior to January 31st.

Mentor Name: __________________________________________________________

Mentee Name: __________________________________________________________

<table>
<thead>
<tr>
<th>Date</th>
<th>Interaction</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>
NEW EMPLOYEE INDUCTION PROGRAM
Mentor/Mentee Log – Focused Reflection & Discussion

Mentor Name: ___________________________  Mentee Name: ___________________________

Date: __________________________

<table>
<thead>
<tr>
<th>What’s Working (mentee’s perspective):</th>
<th>Challenges/Concerns/Questions (mentee’s perspective):</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Mentee’s Next Steps

Mentor’s Next Steps

Next Meeting

<table>
<thead>
<tr>
<th>Date:</th>
<th>Focus of Next Meeting:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Mentor: Send completed log to Supervising Administrator
August (Month 1)

- Fill out: Meet your Mentor/Mentee Form

Schedule time to:
- Meet with Mentor/Mentee (Prior to August 31st, or within two weeks of Start date)
  (This can be done over lunch; co-op will pay for one lunch meeting)

Cover the Following at the meeting:
- Go over Meet your Mentor/Mentee form
- Share effective resources, websites, work related strategies and district forms
  (mentor may want to create an informational packet with frequently used materials,
  is needed software preloaded on computer)
- Does Mentee want an escort to his/her schools for the purpose of introduction?
- Discuss how/when monthly contacts will be made (face to face, phone, Skype, other)
  In between monthly meetings (email, phone, other)

If applicable:
- Review State and National Core Content Standards
- Work together to outline plans for instruction/instructional strategies
- Show mentee around work area and introduce them to staff

Discuss job specific training needs: Look on Coop Website to review upcoming trainings
- SPEDForms training/Campus (if needed)
- Microsoft Office training

Discussion Ideas:
- Coop hierarchy, people/offices
- How to order supplies/get what I need in school
- Requesting time off/sick leave
- Who do I contact for questions regarding __________
- Office assistance and what to expect of them
- Car procedures/mileage/gas card
- How to make a schedule dealing with multiple districts
- Cell Phone Policy

- Fill out/submit: Focused Reflection and Discussion log
- Fill out/submit: Monthly Mentoring Log

September (Month 2)

- Discuss performance evaluation rubrics and what areas need support to perform job duties
  (Look at professional development trainings available)

Discussion ideas:
- Managing time
Coop benefits (sick days, 403b, pension)
- Operating procedures/Workshop attendance procedures
- Child study team procedures
- Locating materials and resources
- Arrange for observation of Mentee prior to the end of November (use rubric as framework for observation)
- Review last months Focused Reflection & Discussion Log
- Fill out/submit this month’s Reflection and Discussion Log
- Fill out/submit this month’s Monthly Mentoring Log

**October (Month 3)**

- Discuss upcoming observation; what areas are going well and what areas are struggles? (You can use the rubric as a framework) Are there areas that the mentee would like the mentor to look at specifically?

Discussion ideas:
- Difficult people to work with
- Developing relationships with administration and staff
- Professional organizations
- Inclement weather procedures

- Review last months Focused Reflection & Discussion Log
- Fill out/submit this month’s Reflection and Discussion Log
- Fill out/submit this month’s Monthly Mentoring Log

**November (Month 4)**

- First observation of Mentee to be performed by end of this month
- Debrief following Mentee observation; discuss what went well and suggestions for improvement
- Set up time for Mentee to observe Mentor. May want to focus on one area to observe (To be completed by the end of January)

Discussion ideas:
- Where do I get needed materials
- Low incidence services and functional behavior assessments
- Continuing Education and meeting license requirements
- Upcoming professional development trainings and mentee needs

- Review last months Focused Reflection & Discussion Log
- Fill out/submit this month’s Reflection and Discussion Log
- Fill out/submit this month’s Monthly Mentoring Log
December (Month 5)

☐ Debrief following mentee observation (if not yet completed)
☐ Schedule time for mentee to observe mentor (to be complete by the end of January)
☐ Are there any specific areas to focus the observation on?

Discussion ideas:
☐ Communicating with schools
☐ Time study forms and fiscal monitoring
☐ Data Collection
☐ Stress management
☐ Procedures regarding holiday activities

☐ Review last month’s Focused Reflection & Discussion Log
☐ Fill out/submit this month’s Reflection and Discussion Log
☐ Fill out/submit this month’s Monthly Mentoring Log

January (Month 6)

☐ Mentee to observe Mentor by the end of this month
☐ Debrief following Mentor observation
☐ Set up time for Mentor to observe Mentee by the end of March

Discussion ideas:
☐ Effective strategies for working with adult learners
☐ Dealing with isolation
☐ Increasing involvement
☐ Reflective thinking

☐ Celebrate successes and give examples of good work done by mentor/mentee
☐ Review last month’s Focused Reflection & Discussion Log
☐ Fill out/submit this month’s Reflection and Discussion Log
☐ Fill out/submit this month’s Monthly Mentoring Log

February (Month 7)

☐ Plan for final observation of mentee (to be completed by the end of March)
☐ Discuss areas mentee would like mentor to focus on
☐ Debrief following observation if already completed (discuss observation, offer encouragement and suggestions based on pre-observation needs)

Discussion ideas:
☐ 504 vs. IEP’s
☐ Changing a student’s placement
☐ Appropriate service time, direct/indirect time
☐ Testing accommodations
Preparing teachers for state mandated testing
Vocational evaluations and resources

Review last months Focused Reflection & Discussion Log
Fill out/submit this month’s Reflection and Discussion Log
Fill out/submit this month’s Monthly Mentoring Log

March (Month 8)

Complete Mentee observation by the end of this month
Debrief following observation (discuss observation, offer encouragement and suggestions based on pre-observation needs)

Discussion ideas:
- Writing an effective report
- Community based instruction
- Assistive technology
- Transition IEP resources

Review last months Focused Reflection & Discussion Log
Fill out/submit this month’s Reflection and Discussion Log
Fill out/submit this month’s Monthly Mentoring Log

April (Month 9)

Debrief following observation if not already completed (discuss observation, offer encouragement and suggestions based on pre-observation needs)

Discussion ideas:
- Supplemental aids/services
- Transitions
- Fading Mentor support
- Evaluating teacher performance
- Training needs
- How to order supplies for next year

Review last months Focused Reflection & Discussion Log
Fill out/submit this month’s Reflection and Discussion Log
Fill out/submit this month’s Monthly Mentoring Log
Fill out induction program evaluation by May 1st (offer suggestions for improvement)

May (Month 10)

Discussion ideas:
- End of year procedures
- Paperwork to be completed
- Organization of materials over the summer
☐ Plan for summer/beginning of year activities
☐ Success and challenges

☐ Review last months Focused Reflection & Discussion Log
☐ Fill out/submit this month’s Monthly Mentoring Log
August (Month 1)

- Fill out: Meet your Mentor/Mentee Form

Schedule time to:
- Meet with Mentor/Mentee (Prior to August 31st, or within two weeks of Start date) (This can be done over lunch; co-op will pay for one lunch meeting)

Cover the Following at the meeting:
- Go over Meet your Mentor/Mentee form
- Share effective resources, websites, work related strategies and district forms (mentor may want to create an informational packet with frequently used materials including: Service Cooperative Services/contacts, etc.
- ECSE helpful websites: MDE, Dept. of Health, Early Childhood Outcome Center
- Review Part C/Part B & IFSP/IEP specific to ECSE, including timelines, evaluation and assessment tools, procedures, scoring, transition
- Review all files (what’s due when-utilize existing timeline/note forms)
- Does Mentee want an escort to his/her schools for the purpose of introduction?
- Discuss how/when monthly contacts will be made (face to face, phone, Skype, other)
- In between monthly meetings (email, phone, other)
- Show mentee around work area
- Introduce to staff, team members, and related staff:
  - Office assigned
  - Districts assigned
  - Marshall Office
- Cell Phone Policy

Discuss job specific training needs: (Look at coop website to see what upcoming trainings are being offered)
- Referral Process (Help Me Grow, community contacts, ie Public Health)
- SpEd Forms
- Guide/review 1st evaluation, plan, and Prior Written Notices

- Fill out/submit: Focused Reflection and Discussion log
- Fill out/submit: Monthly Mentoring Log

September (Month 2)

- Discuss performance evaluation rubrics and what areas need support to perform job duties (Look at professional development trainings available)

Discussion ideas:
- Home Visits
- Efficient paperwork
  - Organize files
☐ Home Visits
☐ MARSS reporting
☐ Data Collection
☐ Child Outcome Survey Form
☐ Family Outcome Survey Form
☐ ESY
☐ Planning for diverse student levels
☐ Writing IEPs/IFSPs
☐ Child study team procedures
☐ How to lead an IFSP Meeting
☐ Curriculums/Assessments
☐ Locating materials and resources

☐ Arrange for observation of Mentee prior to the end of November (use rubric as framework for observation)
☐ Review last month’s Focused Reflection & Discussion Log
☐ Fill out/submit this month’s Reflection and Discussion Log
☐ Fill out/submit this month’s Monthly Mentoring Log

<table>
<thead>
<tr>
<th>October (Month 3)</th>
</tr>
</thead>
</table>

☐ Discuss upcoming observation; what areas are going well and what areas are struggles? (You can use the rubric as a framework) Are there areas that the mentee would like the mentor to look at specifically?

Discussion ideas:
☐ Working with parents, families, paraprofessionals and general education teachers
☐ Student discipline
☐ Family Dynamics
☐ Long term vs. short term lesson planning
☐ Progress reporting, monitoring, ongoing assessment
☐ Open house/Parent-Teacher conferences
☐ Professional organizations
☐ Inclement weather procedures

☐ Review last month’s Focused Reflection & Discussion Log
☐ Fill out/submit this month’s Reflection and Discussion Log
☐ Fill out/submit this month’s Monthly Mentoring Log

<table>
<thead>
<tr>
<th>November (Month 4)</th>
</tr>
</thead>
</table>

☐ First observation of Mentee to be performed by end of this month
☐ Debrief following Mentee observation; discuss what went well and suggestions for improvement
☐ Set up time for Mentee to observe Mentor. May want to focus on one area to observe (To be completed by the end of January)
Discussion ideas:
- Curriculum materials
- Mainstreaming/inclusion
- Managing time
- Field trips
- Individual student discipline (functional behavior assessments)
- Planning an instructional unit
- Curriculum, Evidence-based practices/intervention
- Upcoming professional development trainings and mentee needs

- Review last months Focused Reflection & Discussion Log
- Fill out/submit this month’s Reflection and Discussion Log
- Fill out/submit this month’s Monthly Mentoring Log

December (Month 5)

- Debrief following mentee observation (if not yet completed)
- Schedule time for mentee to observe mentor (to be complete by the end of January)
- Are there any specific areas to focus the observation on?

Discussion ideas:
- Communicating with parents
- Data Collection
- Stress management
- School procedures regarding holiday activities
- Assistive technology
- Preparing students for holiday break/0-2 referrals year round

- Review last months Focused Reflection & Discussion Log
- Fill out/submit this month’s Reflection and Discussion Log
- Fill out/submit this month’s Monthly Mentoring Log

January (Month 6)

- Mentee to observe Mentor by the end of this month
- Debrief following Mentor observation
- Set up time for Mentor to observe Mentee by the end of March

Discussion ideas:
- Effective learning strategies
- Dealing with isolation
- Curricular planning
- Increasing parent involvement
- Student discipline
- Reflective thinking

- Celebrate successes and give examples of good work done by mentor/mentee
Review last month’s Focused Reflection & Discussion Log
Fill out/submit this month’s Reflection and Discussion Log
Fill out/submit this month’s Monthly Mentoring Log

February (Month 7)

- Plan for final observation of mentee (to be completed by the end of March)
- Discuss areas mentee would like mentor to focus on
- Debrief following observation if already completed (discuss observation, offer encouragement and suggestions based on pre-observation needs)

Discussion ideas:
- Understanding a psychological report
- Changing a student’s placement/LRE/MARSS setting codes
- Testing accommodations
- Review caseload-upcoming deadlines-plan ahead –(ie meetings/evals due summer/beginning of school year-meet early?)

- Review last month’s Focused Reflection & Discussion Log
- Fill out/submit this month’s Reflection and Discussion Log
- Fill out/submit this month’s Monthly Mentoring Log

March (Month 8)

- Complete Mentee observation by the end of this month
- Debrief following observation (discuss observation, offer encouragement and suggestions based on pre-observation needs)

Discussion ideas:
- Writing measurable annual goals
- Using norm referenced assessments
- Community based instruction
- Writing a transition IEP –Transition steps-Part C-Part B
- Teacher certification

- Review last month’s Focused Reflection & Discussion Log
- Fill out/submit this month’s Reflection and Discussion Log
- Fill out/submit this month’s Monthly Mentoring Log

April (Month 9)

- Debrief following observation if not already completed (discuss observation, offer encouragement and suggestions based on pre-observation needs)

Discussion ideas:
- Supplemental aids/services
- Transitions
- Fading Mentor support
- Evaluating student performance
- Training needs
- How to order supplies for next year

- Review last months Focused Reflection & Discussion Log
- Fill out/submit this month’s Reflection and Discussion Log
- Fill out/submit this month’s Monthly Mentoring Log
- Fill out induction program evaluation by May 1st (offer suggestions for improvement)

<table>
<thead>
<tr>
<th>May (Month 10)</th>
</tr>
</thead>
</table>

Discussion ideas:
- End of year procedures
- Student paperwork to be completed
- Birth-2 summer home visit planning
- Birth-2 summer referral process
- Organization of materials over the summer
- Plan for beginning of year activities
- Success and challenges

- Review last months Focused Reflection & Discussion Log
- Fill out/submit this month’s Monthly Mentoring Log
August (Month 1)

☐ Fill out: Meet your Mentor/Mentee Form

Schedule time to:
☐ Meet with Mentor/Mentee (Prior to August 31st, or within two weeks of Start date) (This can be done over lunch; co-op will pay for one lunch meeting)

Cover the Following at the meeting:
☐ Go over Meet your Mentor/Mentee form
☐ Share effective resources, websites, work related strategies and district forms (mentor may want to create an informational packet with frequently used materials)
☐ Does Mentee want an escort to his/her schools for the purpose of introduction?
☐ Discuss how/when monthly contacts will be made (face to face, phone, Skype, other) In between monthly meetings (email, phone, other)

If applicable:
☐ Review State and National Core Content Standards
☐ Work together to outline plans for instruction/instructional strategies
☐ Work together to outline unit/semester plans
☐ Show mentee around work area and introduce them to staff

Discuss job specific training needs: Look on Coop Website to review upcoming trainings
☐ IEP Goal/Evaluation report writing
☐ SPEDForms Training/Campus (if needed)
☐ Due Process (Files, Files, Files)
☐ MA Billing/Eligibility

Discussion Ideas:
☐ Coop hierarchy, people/offices
☐ How to order supplies/get what I need in school
☐ Tech Support
☐ Requesting time off/sick leave
☐ Who do I contact for questions regarding ____________
☐ Car procedures/mileage/gas card
☐ How to make a schedule dealing with multiple districts/purchased days
☐ Cell Phone Policy

☐ Fill out/submit: Focused Reflection and Discussion log
☐ Fill out/submit: Monthly Mentoring Log

September (Month 2)

☐ Discuss performance evaluation rubrics and what areas need support to perform job duties (Look at professional development trainings available)
Discussion ideas:
- Qualifying children for Special Education, primary and secondary disabilities
- Handling supervision of COTA/PTA
- Managing time
- Coop benefits (sick days, 403b, pension)
- Operating procedures/Workshop attendance procedures
- Child study team procedures
- Inclement weather procedures
- Locating materials and resources
- Where do I get testing materials

- Arrange for observation of Mentee prior to the end of November (use rubric as framework for observation)
- Review last months Focused Reflection & Discussion Log
- Fill out/submit this month’s Reflection and Discussion Log
- Fill out/submit this month’s Monthly Mentoring Log

**October (Month 3)**

- Discuss upcoming observation; what areas are going well and what areas are struggles? (You can use the rubric as a framework)
- Are there areas that the mentee would like the mentor to look at specifically?

Discussion ideas:
- Teaming with other services
- Working with difficult children
- Developing relationships with parents/staff/students
- Open house/Parent-Teacher conferences
- Professional organizations
- Writing an effective report

- Review last months Focused Reflection & Discussion Log
- Fill out/submit this month’s Reflection and Discussion Log
- Fill out/submit this month’s Monthly Mentoring Log

**November (Month 4)**

- First observation of Mentee to be performed by end of this month
- Debrief following Mentee observation; discuss what went well and suggestions for improvement
- Set up time for Mentee to observe Mentor. May want to focus on one area to observe (To be completed by the end of January)

Discussion ideas:
- Efficient paperwork
- Mainstreaming/inclusion
- Home visits
Individual student discipline (functional behavior assessments)
- Upcoming professional development trainings and mentee needs

Review last months Focused Reflection & Discussion Log
- Fill out/submit this month’s Reflection and Discussion Log
- Fill out/submit this month’s Monthly Mentoring Log

December (Month 5)

- Debrief following mentee observation (if not yet completed)
- Schedule time for mentee to observe mentor (to be complete by the end of January)
- Are there any specific areas to focus the observation on?

Discussion ideas:
- Communicating with parents
- Data Collection
- Stress management
- School procedures regarding holiday activities
- Assistive technology
- Preparing students for holiday break

Review last months Focused Reflection & Discussion Log
- Fill out/submit this month’s Reflection and Discussion Log
- Fill out/submit this month’s Monthly Mentoring Log

January (Month 6)

- Mentee to observe Mentor by the end of this month
- Debrief following Mentor observation
- Set up time for Mentor to observe Mentee by the end of March

Discussion ideas:
- Effective learning strategies
- Dealing with isolation
- Continuing Education and meeting license requirements
- Increasing parent involvement
- Student discipline
- Reflective thinking

- Celebrate successes and give examples of good work done by mentor/mentee
- Review last months Focused Reflection & Discussion Log
- Fill out/submit this month’s Reflection and Discussion Log
- Fill out/submit this month’s Monthly Mentoring Log

February (Month 7)

- Plan for final observation of mentee (to be completed by the end of March)
- Discuss areas mentee would like mentor to focus on
Debrief following observation if already completed (discuss observation, offer encouragement and suggestions based on pre-observation needs)

Discussion ideas:
- Understanding a psychological report
- 504 vs. IEP’s
- Changing a student’s placement
- Testing accommodations
- Preparing students for state mandated testing
- Vocational evaluations

- Review last months Focused Reflection & Discussion Log
- Fill out/submit this month’s Reflection and Discussion Log
- Fill out/submit this month’s Monthly Mentoring Log

**March (Month 8)**

- Complete Mentee observation by the end of this month
- Debrief following observation (discuss observation, offer encouragement and suggestions based on pre-observation needs)

Discussion ideas:
- Using norm referenced assessments
- Assistive technology
- Transition IEP needs
- Certification

- Review last months Focused Reflection & Discussion Log
- Fill out/submit this month’s Reflection and Discussion Log
- Fill out/submit this month’s Monthly Mentoring Log

**April (Month 9)**

- Debrief following observation if not already completed (discuss observation, offer encouragement and suggestions based on pre-observation needs)

Discussion ideas:
- Supplemental aids/services
- Transitions
- Fading Mentor support
- Evaluating student performance
- Training needs
- How to order supplies for next year

- Review last months Focused Reflection & Discussion Log
- Fill out/submit this month’s Reflection and Discussion Log
- Fill out/submit this month’s Monthly Mentoring Log
- Fill out induction program evaluation by May 1st (offer suggestions for improvement)
May (Month 10)

Discussion ideas:

☐ End of year procedures
☐ Student paperwork to be completed
☐ Organization of materials over the summer
☐ Plan for beginning of year activities
☐ Success and challenges

☐ Review last months Focused Reflection & Discussion Log
☐ Fill out/submit this month’s Monthly Mentoring Log
August (Month 1)

- Fill out: Meet your Mentor/Mentee Form

Schedule time to:
- Meet with Mentor/Mentee (Prior to August 31st, or within two weeks of Start date)
  (This can be done over lunch; co-op will pay for one lunch meeting)

Cover the Following at the meeting:
- Go over Meet your Mentor/Mentee form
- Share effective resources, websites, work related strategies and district forms
  (mentor may want to create an informational packet with frequently used materials,
  is needed software preloaded on computer)
- Does Mentee want an escort to his/her schools for the purpose of introduction?
- Discuss how/when monthly contacts will be made (face to face, phone, Skype, other)
  In between monthly meetings (email, phone, other)

If applicable:
- Review State and National Core Content Standards
- Work together to outline plans for instruction/instructional strategies
- Work together to outline unit/semester plans
- Show mentee around work area and introduce them to staff

Discuss job specific training needs: Look on Coop Website to review upcoming trainings
- SPED Forms training/Campus (if needed)
- School Psychology 101
- MA Billing/eligibility
- CPI Training
- IEP goal/evaluation report writing
- Due Process (Files, Files, Files training)

Discussion Ideas:
- Coop hierarchy, people/offices
- How to order supplies/get what I need in school
- Requesting time off/sick leave
- Who do I contact for questions regarding ____________
- Car procedures/mileage/gas card
- How to make a schedule dealing with multiple districts
- Where do I get testing materials
- Cell Phone Policy

- Fill out/submit: Focused Reflection and Discussion log
- Fill out/submit: Monthly Mentoring Log
September (Month 2)

- Discuss performance evaluation rubrics and what areas need support to perform job duties (Look at professional development trainings available)

  Discussion ideas:
  - Individual discipline
  - Efficient paperwork
  - Managing time
  - Coop benefits (sick days, 403b, pension)
  - Operating procedures/Workshop attendance procedures
  - Child study team procedures
  - Locating materials and resources
  - Writing an effective report
  - Using norm referenced assessments

- Arrange for observation of Mentee prior to the end of November (use rubric as framework for observation)
- Review last month's Focused Reflection & Discussion Log
- Fill out/submit this month’s Reflection and Discussion Log
- Fill out/submit this month’s Monthly Mentoring Log

October (Month 3)

- Discuss upcoming observation; what areas are going well and what areas are struggles? (You can use the rubric as a framework)
- Are there areas that the mentee would like the mentor to look at specifically?

  Discussion ideas:
  - Teaming
  - Difficult to test children
  - Developing relationships with parents/staff/students
  - Open house/Parent-Teacher conferences
  - Professional organizations
  - Inclement weather procedures

- Review last month's Focused Reflection & Discussion Log
- Fill out/submit this month’s Reflection and Discussion Log
- Fill out/submit this month’s Monthly Mentoring Log

November (Month 4)

- First observation of Mentee to be performed by end of this month
Debrief following Mentee observation; discuss what went well and suggestions for improvement
Set up time for Mentee to observe Mentor. May want to focus on one area to observe (To be completed by the end of January)

Discussion ideas:
- Individual student discipline (functional behavior assessments)
- Upcoming professional development trainings and mentee needs

Review last months Focused Reflection & Discussion Log
Fill out/submit this month’s Reflection and Discussion Log
Fill out/submit this month’s Monthly Mentoring Log

December (Month 5)

Debrief following mentee observation (if not yet completed)
Schedule time for mentee to observe mentor (to be complete by the end of January)
Are there any specific areas to focus the observation on?

Discussion ideas:
- Communicating with parents
- Data Collection
- Stress management
- School procedures regarding holiday activities
- Preparing students for holiday break

Review last months Focused Reflection & Discussion Log
Fill out/submit this month’s Reflection and Discussion Log
Fill out/submit this month’s Monthly Mentoring Log

January (Month 6)

Mentee to observe Mentor by the end of this month
Debrief following Mentor observation
Set up time for Mentor to observe Mentee by the end of March

Discussion ideas:
- Effective learning strategies
- Dealing with isolation
- Increasing parent involvement
- Student discipline
- Reflective thinking

Celebrate successes and give examples of good work done by mentor/mentee
Review last months Focused Reflection & Discussion Log
Fill out/submit this month’s Reflection and Discussion Log
Fill out/submit this month’s Monthly Mentoring Log

**February (Month 7)**

- Plan for final observation of mentee (to be completed by the end of March)
- Discuss areas mentee would like mentor to focus on
- Debrief following observation if already completed (discuss observation, offer encouragement and suggestions based on pre-observation needs)

Discussion ideas:
- 504 vs. IEP’s
- Changing a student’s placement
- Testing accommodations
- Preparing students for state mandated testing
- Vocational evaluations

- Review last month’s Focused Reflection & Discussion Log
- Fill out/submit this month’s Reflection and Discussion Log
- Fill out/submit this month’s Monthly Mentoring Log

**March (Month 8)**

- Complete Mentee observation by the end of this month
- Debrief following observation (discuss observation, offer encouragement and suggestions based on pre-observation needs)

Discussion ideas:
- Community based instruction
- Transition IEP needs
- Certification

- Review last month’s Focused Reflection & Discussion Log
- Fill out/submit this month’s Reflection and Discussion Log
- Fill out/submit this month’s Monthly Mentoring Log

**April (Month 9)**

- Debrief following observation if not already completed (discuss observation, offer encouragement and suggestions based on pre-observation needs)

Discussion ideas:
- Supplemental aids/services
- Transitions
- Fading Mentor support
- Training needs
- How to order supplies for next year
- Review last month's Focused Reflection & Discussion Log
- Fill out/submit this month's Reflection and Discussion Log
- Fill out/submit this month's Monthly Mentoring Log
- Fill out induction program evaluation by May 1st (offer suggestions for improvement)

<table>
<thead>
<tr>
<th>May (Month 10)</th>
</tr>
</thead>
</table>

Discussion ideas:
- End of year procedures
- Student paperwork to be completed
- Organization of materials over the summer
- Plan for beginning of year activities
- Success and challenges

- Review last month's Focused Reflection & Discussion Log
- Fill out/submit this month's Monthly Mentoring Log
August (Month 1)

☐ Fill out: Meet your Mentor/Mentee Form

Schedule time to:
☐ Meet with Mentor/Mentee (Prior to August 31st, or within two weeks of Start date)  
  (This can be done over lunch; co-op will pay for one lunch meeting)

Cover the Following at the meeting:
☐ Go over Meet your Mentor/Mentee form
☐ Share effective resources, websites, work related strategies and district forms  
  (mentor may want to create an informational packet with frequently used materials)
☐ Does Mentee want an escort to his/her schools for the purpose of introduction?
☐ Discuss how/when monthly contacts will be made (face to face, phone, Skype, other)
☐ In between monthly meetings (email, phone, other)

If applicable:
☐ Review State and National Core Content Standards
☐ Work together to outline plans for instruction/instructional strategies
☐ Work together to outline unit/semester plans
☐ Show mentee around work area and introduce them to staff

Discuss job specific training needs: Look on Coop Website to review upcoming trainings
☐ SPEDForms training
☐ Ipad/Smartboard training
☐ New Special Ed teacher training
☐ CPI Training
☐ IEP goal/evaluation report writing
☐ Due Process
☐ Cell Phone Policy

Discussion Ideas:
☐ Coop hierarchy, people/offices
☐ How to order supplies/get what I need in school
☐ Requesting time off/sick leave
☐ Who do I contact for questions regarding ____________
☐ Fill out/submit: Focused Reflection and Discussion log
☐ Fill out/submit: Monthly Mentoring Log

September (Month 2)

☐ Discuss performance evaluation rubrics and what areas need support to perform job  
  duties (Look at professional development trainings available)
Discussion ideas:
- Class wide/individual discipline
- Efficient paperwork
- Managing time
- Working with children with extreme behaviors
- Curriculum
- Operating procedures/Workshop attendance procedures
- Child study team procedures
- Where do I get testing materials
- Locating materials and resources

- Arrange for observation of Mentee prior to the end of November (use rubric as framework for observation)
- Review last months Focused Reflection & Discussion Log
- Fill out/submit this month’s Reflection and Discussion Log
- Fill out/submit this month’s Monthly Mentoring Log

**October (Month 3)**

- Discuss upcoming observation; what areas are going well and what areas are struggles? (You can use the rubric as a framework) Are there areas that the mentee would like the mentor to look at specifically?

Discussion ideas:
- Teaming (what are the roles of: paraprofessionals, teachers, mental health)
- Student discipline
- Long term vs. short term planning
- Developing relationships with parents/staff/students
- Open house/Parent-Teacher conferences
- Professional organizations
- Inclement weather procedures

- Review last months Focused Reflection & Discussion Log
- Fill out/submit this month’s Reflection and Discussion Log
- Fill out/submit this month’s Monthly Mentoring Log

**November (Month 4)**

- First observation of Mentee to be performed by end of this month
- Debrief following Mentee observation; discuss what went well and suggestions for improvement
- Set up time for Mentee to observe Mentor. May want to focus on one area to observe (To be completed by the end of January)

Discussion ideas:
- Curriculum materials
- Mainstreaming/inclusion
- Field trips
- Individual student discipline (functional behavior assessments)
- Planning an instructional unit
- Upcoming professional development trainings and mentee needs

- Review last months Focused Reflection & Discussion Log
- Fill out/submit this month’s Reflection and Discussion Log
- Fill out/submit this month’s Monthly Mentoring Log

### December (Month 5)

- Debrief following mentee observation (if not yet completed)
- Schedule time for mentee to observe mentor (to be complete by the end of January)
- Are there any specific areas to focus the observation on?

  Discussion ideas:
  - Communicating with parents
  - Data Collection
  - Stress management
  - School procedures regarding holiday activities
  - Assistive technology
  - Preparing students for holiday break

- Review last months Focused Reflection & Discussion Log
- Fill out/submit this month’s Reflection and Discussion Log
- Fill out/submit this month’s Monthly Mentoring Log

### January (Month 6)

- Mentee to observe Mentor by the end of this month
- Debrief following Mentor observation
- Set up time for Mentor to observe Mentee by the end of March

  Discussion ideas:
  - Effective learning strategies
  - Dealing with isolation
  - Curricular planning
  - Increasing parent involvement
  - Student discipline
  - Reflective thinking

- Celebrate successes and give examples of good work done by mentor/mentee
- Review last months Focused Reflection & Discussion Log
- Fill out/submit this month’s Reflection and Discussion Log
- Fill out/submit this month’s Monthly Mentoring Log
February (Month 7)

- Plan for final observation of mentee (to be completed by the end of March)
- Discuss areas mentee would like mentor to focus on
- Debrief following observation if already completed (discuss observation, offer encouragement and suggestions based on pre-observation needs)

Discussion ideas:
- Understanding a psychological report
- 504 vs. IEP’s
- Changing a student’s placement
- Testing accommodations
- Preparing students for state mandated testing
- Vocational evaluations

- Review last months Focused Reflection & Discussion Log
- Fill out/submit this month’s Reflection and Discussion Log
- Fill out/submit this month’s Monthly Mentoring Log

March (Month 8)

- Complete Mentee observation by the end of this month
- Debrief following observation (discuss observation, offer encouragement and suggestions based on pre-observation needs)

Discussion ideas:
- Writing measureable annual goals
- Using norm referenced assessments
- Community based instruction
- Writing a transition IEP
- Teacher certification

- Review last months Focused Reflection & Discussion Log
- Fill out/submit this month’s Reflection and Discussion Log
- Fill out/submit this month’s Monthly Mentoring Log

April (Month 9)

- Debrief following observation if not already completed (discuss observation, offer encouragement and suggestions based on pre-observation needs)

Discussion ideas:
- Supplemental aids/services
- Transitions
- Fading Mentor support
- Evaluating student performance
Training needs
How to order supplies for next year

- Review last month's Focused Reflection & Discussion Log
- Fill out/submit this month's Reflection and Discussion Log
- Fill out/submit this month’s Monthly Mentoring Log
- Fill out induction program evaluation by May 1st (offer suggestions for improvement)

**May (Month 10)**

Discussion ideas:
- End of year procedures
- Student paperwork to be completed
- Organization of materials over the summer
- Plan for beginning of year activities
- Success and challenges

- Review last months Focused Reflection & Discussion Log
- Fill out/submit this month’s Monthly Mentoring Log
August (Month 1)

☐ Fill out: Meet your Mentor/Mentee Form

Schedule time to:
☐ Meet with Mentor/Mentee (Prior to August 31st, or within two weeks of Start date)
   (This can be done over lunch; co-op will pay for one lunch meeting)

Cover the Following at the meeting:
☐ Go over Meet your Mentor/Mentee form
☐ Share effective resources, websites, work related strategies and district forms (mentor may want to create an informational packet with frequently used materials)
☐ Does Mentee want an escort to his/her schools for the purpose of introduction?
☐ Discuss how/when monthly contacts will be made (face to face, phone, Skype, other)
   In between monthly meetings (email, phone, other)

If applicable:
☐ Review State and National Core Content Standards
☐ Work together to outline plans for instruction/instructional strategies
☐ Work together to outline unit/semester plans
☐ Show mentee around work area and introduce them to staff

Discuss job specific training needs: Look on Coop Website to review upcoming trainings
☐ SPEDForms training
☐ Ipad/Smartboard training
☐ New Special Ed teacher training
☐ CPI Training
☐ IEP goal/evaluation report writing
☐ Due Process

Discussion Ideas:
☐ Coop hierarchy, people/offices
☐ How to order supplies/get what I need in school
☐ Requesting time off/sick leave
☐ Who do I contact for questions regarding __________
☐ Cell Phone Policy

☐ Fill out/submit: Focused Reflection and Discussion log
☐ Fill out/submit: Monthly Mentoring Log

September (Month 2)

☐ Discuss performance evaluation rubrics and what areas need support to perform job duties
   (Look at professional development trainings available)
Discussion ideas:
- Class wide/individual discipline
- Efficient paperwork
- Managing time
- Working with children with extreme behaviors
- Writing IEP’s
- Curriculum Materials
- Operating procedures/Workshop attendance procedures
- Child study team procedures
- Locating materials and resources
- Where do I get testing materials
- Disability categories – Who qualifies and who doesn’t

- Arrange for observation of Mentee prior to the end of November (use rubric as framework for observation)
- Review last months Focused Reflection & Discussion Log
- Fill out/submit this month’s Reflection and Discussion Log
- Fill out/submit this month’s Monthly Mentoring Log

October (Month 3)

- Discuss upcoming observation; what areas are going well and what areas are struggles? (You can use the rubric as a framework)
- Are there areas that the mentee would like the mentor to look at specifically?

Discussion ideas:
- Teaming (what are the roles of: paraprofessionals, mental health professionals, social workers)
- Student discipline
- Long term vs. short term planning
- Grading Student Work
- Report Cards
- Open house/Parent-Teacher conferences
- Professional organizations
- Understanding a psychological report
- Inclement weather procedures

- Review last months Focused Reflection & Discussion Log
- Fill out/submit this month’s Reflection and Discussion Log
- Fill out/submit this month’s Monthly Mentoring Log

November (Month 4)

- First observation of Mentee to be performed by end of this month
- Debrief following Mentee observation; discuss what went well and suggestions for improvement
- Set up time for Mentee to observe Mentor. May want to focus on one area to observe (To be completed by the end of January)

Discussion ideas:
- Developing relationships with parents/staff/students
- Mainstreaming/inclusion
- Field trips
- Individual student discipline (functional behavior assessments)
- Planning an instructional unit
- Upcoming professional development trainings and mentee needs

- Review last months Focused Reflection & Discussion Log
- Fill out/submit this month’s Reflection and Discussion Log
- Fill out/submit this month’s Monthly Mentoring Log

**December (Month 5)**

- Debrief following mentee observation (if not yet completed)
- Schedule time for mentee to observe mentor (to be complete by the end of January)
- Are there any specific areas to focus the observation on?

Discussion ideas:
- Communicating with parents
- Data Collection
- Stress management
- School procedures regarding holiday activities
- Assistive technology
- Preparing students for holiday break

- Review last months Focused Reflection & Discussion Log
- Fill out/submit this month’s Reflection and Discussion Log
- Fill out/submit this month’s Monthly Mentoring Log

**January (Month 6)**

- Mentee to observe Mentor by the end of this month
- Debrief following Mentor observation
- Set up time for Mentor to observe Mentee by the end of March

Discussion ideas:
- Effective learning strategies
- Dealing with isolation
- Curricular planning
- Increasing parent involvement
Student discipline
Reflective thinking

Celebrate successes and give examples of good work done by mentor/mentee
Review last months Focused Reflection & Discussion Log
Fill out/submit this month’s Reflection and Discussion Log
Fill out/submit this month’s Monthly Mentoring Log

February (Month 7)

Plan for final observation of mentee (to be completed by the end of March)
Discuss areas mentee would like mentor to focus on
Debrief following observation if already completed (discuss observation, offer encouragement and suggestions based on pre-observation needs

Discussion ideas:
- 504 vs. IEP’s
- Changing a student’s placement
- Testing accommodations
- Preparing students for state mandated testing
- Vocational evaluations

Review last months Focused Reflection & Discussion Log
Fill out/submit this month’s Reflection and Discussion Log
Fill out/submit this month’s Monthly Mentoring Log

March (Month 8)

Complete Mentee observation by the end of this month
Debrief following observation (discuss observation, offer encouragement and suggestions based on pre-observation needs

Discussion ideas:
- Writing measureable annual goals
- Using norm referenced assessments
- Community based instruction
- Writing a transition IEP
- Teacher certification

Review last months Focused Reflection & Discussion Log
Fill out/submit this month’s Reflection and Discussion Log
Fill out/submit this month’s Monthly Mentoring Log

April (Month 9)

Debrief following observation if not already completed (discuss observation, offer encouragement and suggestions based on pre-observation needs
Discussion ideas:
- Supplemental aids/services
- Transitions
- Fading Mentor support
- Evaluating student performance
- Training needs
- How to order supplies for next year

☐ Review last months Focused Reflection & Discussion Log
☐ Fill out/submit this month’s Reflection and Discussion Log
☐ Fill out/submit this month’s Monthly Mentoring Log
☐ Fill out induction program evaluation by May 1st (offer suggestions for improvement)

May (Month 10)

Discussion ideas:
- End of year procedures
- Student paperwork to be completed
- Organization of materials over the summer
- Plan for beginning of year activities
- Success and challenges

☐ Review last months Focused Reflection & Discussion Log
☐ Fill out/submit this month’s Monthly Mentoring Log
August (Month 1)

- Fill out: Meet your Mentor/Mentee Form

Schedule time to:
- Meet with Mentor/Mentee (Prior to August 31st, or within two weeks of Start date)
  (This can be done over lunch; co-op will pay for one lunch meeting)

Cover the Following at the meeting:
- Go over Meet your Mentor/Mentee form
- Share effective resources, websites, work related strategies and district forms (mentor may want to create an informational packet with frequently used materials, use SLP first year checklist to make sure all material is available, is needed software preloaded on computer)
- Does Mentee want an escort to his/her schools for the purpose of introduction?
- Discuss how/when monthly contacts will be made (face to face, phone, Skype, other)
  In between monthly meetings (email, phone, other)

If applicable:
- Review State and National Core Content Standards
- Work together to outline plans for instruction/instructional strategies
- Work together to outline unit/semester plans
- Show mentee around work area and introduce them to staff

Discuss job specific training needs: Look on Coop Website to review upcoming trainings
- SPEDForms training/Campus (if needed)
- New Special Ed teacher training
- MA Billing/eligibility
- IEP goal/evaluation report writing
- Due Process (Files, Files, Files training)

Discussion Ideas:
- Coop hierarchy, people/offices
- How to order supplies/get what I need in school
- Requesting time off/sick leave
- Who do I contact for questions regarding ____________
- Car procedures/mileage/gas card
- How to make a schedule dealing with multiple districts/purchased days
- Cell Phone Policy

- Fill out/submit: Focused Reflection and Discussion log
- Fill out/submit: Monthly Mentoring Log
September (Month 2)

- Discuss performance evaluation rubrics and what areas need support to perform job duties (Look at professional development trainings available)

Discussion ideas:
- Qualifying children for Special Education, primary and secondary disabilities
- Efficient paperwork
- Managing time
- Coop benefits (sick days, 403b, pension)
- Operating procedures/Workshop attendance procedures
- Child study team procedures
- Locating materials and resources
- Where do I get testing materials

- Arrange for observation of Mentee prior to the end of November (use rubric as framework for observation)
- Review last months Focused Reflection & Discussion Log
- Fill out/submit this month’s Reflection and Discussion Log
- Fill out/submit this month’s Monthly Mentoring Log

October (Month 3)

- Discuss upcoming observation; what areas are going well and what areas are struggles? (You can use the rubric as a framework)
- Are there areas that the mentee would like the mentor to look at specifically?

Discussion ideas:
- Teaming with other services
- Difficult to test children
- Developing relationships with parents/staff/students
- Open house/Parent-Teacher conferences
- Professional organizations
- Inclement weather procedures
- Writing an effective report

- Review last months Focused Reflection & Discussion Log
- Fill out/submit this month’s Reflection and Discussion Log
- Fill out/submit this month’s Monthly Mentoring Log

November (Month 4)

- First observation of Mentee to be performed by end of this month
Debrief following Mentee observation; discuss what went well and suggestions for improvement

Set up time for Mentee to observe Mentor. May want to focus on one area to observe (To be completed by the end of January)

Discussion ideas:
- Individual student discipline (functional behavior assessments)
- Continuing Education and meeting license requirements
- Upcoming professional development trainings and mentee needs

Review last months Focused Reflection & Discussion Log
Fill out/submit this month’s Reflection and Discussion Log
Fill out/submit this month’s Monthly Mentoring Log

**December (Month 5)**

Debrief following mentee observation (if not yet completed)
Schedule time for mentee to observe mentor (to be complete by the end of January)
Are there any specific areas to focus the observation on?

Discussion ideas:
- Communicating with parents
- Time study forms and fiscal monitoring
- Data Collection
- Stress management
- School procedures regarding holiday activities
- Preparing students for holiday break

Review last months Focused Reflection & Discussion Log
Fill out/submit this month’s Reflection and Discussion Log
Fill out/submit this month’s Monthly Mentoring Log

**January (Month 6)**

Mentee to observe Mentor by the end of this month
Debrief following Mentor observation
Set up time for Mentor to observe Mentee by the end of March

Discussion ideas:
- Effective learning strategies
- Dealing with isolation
- Increasing parent involvement
- Student discipline
- Reflective thinking

Celebrate successes and give examples of good work done by mentor/mentee
- Review last month's Focused Reflection & Discussion Log
- Fill out/submit this month's Reflection and Discussion Log
- Fill out/submit this month's Monthly Mentoring Log

### February (Month 7)

- Plan for final observation of mentee (to be completed by the end of March)
- Discuss areas mentee would like mentor to focus on
- Debrief following observation if already completed (discuss observation, offer encouragement and suggestions based on pre-observation needs)

Discussion ideas:
- 504 vs. IEP’s
- Changing a student’s placement
- Appropriate service time, direct/indirect time
- Testing accommodations
- Preparing students for state mandated testing
- Vocational evaluations

- Review last month's Focused Reflection & Discussion Log
- Fill out/submit this month's Reflection and Discussion Log
- Fill out/submit this month's Monthly Mentoring Log

### March (Month 8)

- Complete Mentee observation by the end of this month
- Debrief following observation (discuss observation, offer encouragement and suggestions based on pre-observation needs)

Discussion ideas:
- Using norm referenced assessments
- Community based instruction
- Assistive technology
- Transition IEP needs
- Certification

- Review last month's Focused Reflection & Discussion Log
- Fill out/submit this month’s Reflection and Discussion Log
- Fill out/submit this month’s Monthly Mentoring Log

### April (Month 9)

- Debrief following observation if not already completed (discuss observation, offer encouragement and suggestions based on pre-observation needs)
Discussion ideas:
- Supplemental aids/services
- Transitions
- Fading Mentor support
- Evaluating student performance
- Training needs
- How to order supplies for next year

- Review last months Focused Reflection & Discussion Log
- Fill out/submit this month’s Reflection and Discussion Log
- Fill out/submit this month’s Monthly Mentoring Log
- Fill out induction program evaluation by May 1st (offer suggestions for improvement)

**May (Month 10)**

Discussion ideas:
- End of year procedures
- Student paperwork to be completed
- Organization of materials over the summer
- Plan for beginning of year activities
- Success and challenges

- Review last months Focused Reflection & Discussion Log
- Fill out/submit this month’s Monthly Mentoring Log
Speech-Language Pathologist 1st Year Checklist

____ Complete New Teacher Training   Date:
____ Complete SpedForms Training   Date:
____ Provide Mentor Name __________________________ Contact Number
____ Arrange Mentoring Dates Prior to School Start Date Dates: _________ &
____ Arrange Frequency of Mentoring Once School Yr Begins: Weekly, Monthly, Quarterly
____ Specify Sites where they will be providing service: ___________________
____ Indicate Direct Supervisor:     Coordinators:
____ Discuss Supervision if CFY
____ Introduce SLP to Principals, Special Education Teachers at Sites   Date:
____ Introduce SLP to Program Assistants at Center:   Phone Number:
____ Provide Telephone List for SW/WC Contacts
____ Discuss Other Coop Staff at Sites They Serve   Psych:   OT:   DHH:
____ Arrange for Phone, Contact:
____ Identify Needs for Copy or Long Distance Codes at Schools
____ Arrange for E-mail, Contact:
____ Discuss Accessing WebMail
____ Discuss Accessing Intranet
____ Arrange for Business Cards, Contact:
____ Arrange for Computer, Contact:
____ Discuss Material Requests
____ Discuss Contacts for Sick/Personal Leaves
____ Discuss Contract Days: ______
____ Discuss Mileage Sheets
____ Discuss Workshop Requests
____ Discuss Attendance at Inservices
____ Discuss Employee Self Service – Paystubs/Sick Leave Balance
____ Discuss Monthly Calendar Approval to Supervisor
____ Discuss HoneyWell registration
____ Discuss Assessments List/Accessibility
____ Discuss MARSS Reporting for ECSE
____ Train on MA billing procedures: Determining Eligibility, Paperwork , Meet with Martha
____ Train on COSF Reporting
____ Train on Special Education Reporting Sheets
____ Familiarize SLP on timelines documents and file assembly for case management
____ Familiarize SLP on initial and re-evaluation criteria for Speech/Language
____ Familiarize SLP with provision of “Related Services”
____ Discuss Low Incidence Specialists for Assistance
____ Discuss B-3 Coordinator for Area:     Name:   Contact Number:
____ Discuss CSA
____ Discuss Non-Tenure Status

Instructions: Please indicate date each item was completed. If something does not apply to this particular SLP, please write “NA”.
Teachers of the Deaf/Hard of Hearing

August (Month 1)

- Fill out: Meet your Mentor/Mentee Form

Schedule time to:
- Meet with Mentor/Mentee (Prior to August 31st, or within two weeks of Start date) (This can be done over lunch; co-op will pay for one lunch meeting)

Cover the Following at the meeting:
- Go over Meet your Mentor/Mentee form
- Share effective resources, websites, work related strategies and district forms (mentor may want to create an informational packet with frequently used materials)
- Does Mentee want an escort to his/her schools for the purpose of introduction?
- Discuss how/when monthly contacts will be made (face to face, phone, Skype, other) In between monthly meetings (email, phone, other)

If applicable:
- Review State and National Core Content Standards
- Work together to outline plans for instruction/instructional strategies
- Work together to outline unit/semester plans
- Show mentee around work area and introduce them to staff

Discuss job specific training needs: Look on Coop Website to review upcoming trainings
- SPEDForms/Campus training
- New Special Ed teacher training
- IEP goal/evaluation report writing
- Due Process

Discussion Ideas:
- Coop hierarchy, people/offices
- How to order supplies/get what I need in school
- Requesting time off/sick leave
- Who do I contact for questions regarding _____________
- Forms: Filling out mileage sheets, getting fuel, completing logs / submitting
- Cell Phone Policy

- Fill out/submit: Focused Reflection and Discussion log
- Fill out/submit: Monthly Mentoring Log

September (Month 2)

- Discuss performance evaluation rubrics and what areas need support to perform job duties (Look at professional development trainings available)
Discussion ideas:
- DHH Criteria, who qualifies/who doesn’t?
- Observation Format specific to DHH
- Coop Regional Map, my schools, other TDHH’s (names, contact info, locations)
- List of educational and clinical audiologists, ENTs, locations, Diagnostic testing, contact information
- Open house/Parent-Teacher conferences
- One page or so each month of the MDE Due Process/Monitoring Checklist
- Locating materials and resources

- Arrange for observation of Mentee prior to the end of November (use rubric as framework for observation)
- Review last months Focused Reflection & Discussion Log
- Fill out/submit this month’s Reflection and Discussion Log
- Fill out/submit this month’s Monthly Mentoring Log

October (Month 3)

- Discuss upcoming observation; what areas are going well and what areas are struggles? (You can use the rubric as a framework)
- Are there areas that the mentee would like the mentor to look at specifically?

Discussion ideas:
- Do I need to go to all child study meetings and other district meetings?
- Language Sample/CASLLS
- MDE people – state D/HH consultant, resource library, networks available
- Intake for new referrals
- Equipment types/responsibilities
- One page or so each month of the MDE Due Process/Monitoring Checklist
- How do I handle snow days, spring breaks, Holiday parties, field trips, student sick time
- Inclement weather procedures

- Review last months Focused Reflection & Discussion Log
- Fill out/submit this month’s Reflection and Discussion Log
- Fill out/submit this month’s Monthly Mentoring Log

November (Month 4)

- First observation of Mentee to be performed by end of this month
- Debrief following Mentee observation; discuss what went well and suggestions for improvement
- Set up time for Mentee to observe Mentor. May want to focus on one area to observe (To be completed by the end of January)
Discussion ideas:
- Preparing students for holiday break
- Direct/Indirect time from discipline specific veteran teachers, DHH Criteria, ECSE Criteria
- Writing a transition IEP
- MN DHH Assessment Grid
- One page or so each month of the MDE Due Process/Monitoring Checklist

- Review last months Focused Reflection & Discussion Log
- Fill out/submit this month’s Reflection and Discussion Log
- Fill out/submit this month’s Monthly Mentoring Log

<table>
<thead>
<tr>
<th>December (Month 5)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
<tr>
<td>□ Debrief following mentee observation (if not yet completed)</td>
</tr>
<tr>
<td>□ Schedule time for mentee to observe mentor (to be complete by the end of January)</td>
</tr>
<tr>
<td>□ Are there any specific areas to focus the observation on?</td>
</tr>
</tbody>
</table>

Discussion ideas:
- Home Visits – format, environment, how to remain neutral/not get pulled in, notes
- Functional Listening Evaluation/ELF
- Upcoming professional development trainings and mentee needs
- Class wide/individual discipline
- Evaluating student performance
- One page or so each month of the MDE Due Process/Monitoring Checklist
- Testing accommodations

- Review last months Focused Reflection & Discussion Log
- Fill out/submit this month’s Reflection and Discussion Log
- Fill out/submit this month’s Monthly Mentoring Log

<table>
<thead>
<tr>
<th>January (Month 6)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
<tr>
<td>□ Mentee to observe Mentor by the end of this month</td>
</tr>
<tr>
<td>□ Debrief following Mentor observation</td>
</tr>
<tr>
<td>□ Set up time for Mentor to observe Mentee by the end of March</td>
</tr>
</tbody>
</table>

Discussion ideas:
- Coop ERL/library
- Efficient paperwork
- Dealing with isolation
Managing time

- Writing measureable annual goals
- One page or so each month of the MDE Due Process/Monitoring Checklist

- Celebrate successes and give examples of good work done by mentor/mentee
- Review last months Focused Reflection & Discussion Log
- Fill out/submit this month’s Reflection and Discussion Log
- Fill out/submit this month’s Monthly Mentoring Log

February (Month 7)

- Plan for final observation of mentee (to be completed by the end of March)
- Discuss areas mentee would like mentor to focus on
- Debrief following observation if already completed (discuss observation, offer encouragement and suggestions based on pre-observation needs

Discussion ideas:
- Curriculum materials
- Stress management
- Changing a student’s placement
- Understanding a psychological report
- One page or so each month of the MDE Due Process/Monitoring Checklist

- Review last months Focused Reflection & Discussion Log
- Fill out/submit this month’s Reflection and Discussion Log
- Fill out/submit this month’s Monthly Mentoring Log

March (Month 8)

- Complete Mentee observation by the end of this month
- Debrief following observation (discuss observation, offer encouragement and suggestions based on pre-observation needs

Discussion ideas:
- Communicating with parents
- Data Collection
- Vocational evaluations
- Preparing students for state mandated testing
- Fading Mentor support
- One page or so each month of the MDE Due Process/Monitoring Checklist

- Review last months Focused Reflection & Discussion Log
- Fill out/submit this month’s Reflection and Discussion Log
- Fill out/submit this month’s Monthly Mentoring Log
April (Month 9)

- Debrief following observation if not already completed (discuss observation, offer encouragement and suggestions based on pre-observation needs)

Discussion ideas:
- Effective learning strategies
- 504 vs. IEP’s
- Using norm referenced assessments
- Teacher certification
- Reflective thinking/Listening
- One page or so each month of the MDE Due Process/Monitoring Checklist

- Review last months Focused Reflection & Discussion Log
- Fill out/submit this month’s Reflection and Discussion Log
- Fill out/submit this month’s Monthly Mentoring Log
- Fill out induction program evaluation by May 1st (offer suggestions for improvement)

May (Month 10)

Discussion ideas:
- What do I need to do at the end of the year?
- How to order supplies for next year
- How do I prepare for the beginning of next school year?
- Training needs for next year
- One page or so each month of the MDE Due Process/Monitoring Checklist
- Successes and challenges

- Review last months Focused Reflection & Discussion Log
- Fill out/submit this month’s Monthly Mentoring Log