

## Mentor/Mentee Checklist

### Beginning of the Year

### Check Off

Opening day paperwork  
Debrief about new employee orientation  
Discuss how to get to know your students/parents  
How to greet your students  
Keys – how to get, what they go to  
RR – where  
Discuss evaluation cycle . . . observations, goals, evaluations  
Navigating teacher lounge  
Supervision duties  
How to get supplies  
Review Emergency/Crisis Plans

### Issues

Where to begin  
Referrals  
Evaluation process  
Paperwork/forms/timelines  
Writing IEP's  
EMIS  
Software-scoring  
Sped-Net  
Intra-office workflow (case management)  
Medicaid Billing  
BOE files  
How to acquire new materials  
Progress Reports  
Preparing for annual review meetings

### Communication

How to communicate with parents  
How to handle angry parents  
Preparing for parent conference  
Review use of phones and voice mail  
Using the inter-office mail system  
Using e-mail system

### Relationships

Define mentor/mentee relationship  
Discuss mentor coming to observe  
Working with secretaries (building, BOE)  
Working with custodians  
Discuss building, department dynamics

Working with counselors  
Working with administrators  
Central Office contacts and resources

**Personal**

AESOP  
Professional Meetings, how to attend  
Professional Organizations

**End of Year**

End of year paperwork – speech reports