

MVT Mentor Required Activities
September 2016 - November 2016

Date or Deadline	Activity	Action Items	Extra Information
September 12-16, 2016	Touch Base Meeting with Mentee(s) – estimated time of 30 minutes	<ol style="list-style-type: none"> 1. Schedule meetings with mentees, either together or individually 2. Discuss their progress of the book study (<u>Your First Year: How to Survive and Thrive as a New Teacher</u>) and make sure they are caught up with assignments. Email me with any questions you are not able to answer. 3. Discuss any immediate needs or concerns they may have. 4. Schedule next week’s meeting time. 5. Complete Mentor Activity Log (<i>Formspace> MVT Program> Mentor Activity Log</i>) 	Link to Book Study Blog: http://ecisd.edublogs.org/ <i>(You are not required to read this book, but a veteran teacher could answer many of the questions the mentee may have)</i>
September 19-23, 2016	Touch Base Meeting with Mentee(s) – estimated time of 30 minutes	<ol style="list-style-type: none"> 1. Discuss their progress of the book study (<u>Your First Year: How to Survive and Thrive as a New Teacher</u>) and make sure they are caught up with assignments. Email me with any questions you are not able to answer. 2. Review the After the Bell PD Matrix with the mentee and help them choose 2 sessions to attend this semester. 3. Discuss any immediate needs or concerns they may have. 4. Schedule a time to do Self-Assessment Survey Activity between 9/27-10/4 5. Complete Mentor Activity Log (<i>Formspace> MVT Program> Mentor Activity Log</i>) 	Link to Book Study Blog: http://ecisd.edublogs.org/ <i>(You are not required to read this book, but a veteran teacher could answer many of the questions the mentee may have)</i>
September 23 or 26, 2016	Mentor Training 5:00 PM – 7:00 PM	Register for the Mandatory Mentor Training on 9/23 or 9/26. Please choose one of these days to attend.	Links to register: Sept. 23 - http://www.schoolobjects.com/wshop/default.aspx?cid=12913 Sept. 26 - http://www.schoolobjects.com/wshop/default.aspx?cid=12914
September 27 – October 4, 2016	Self-Assessment Survey with Mentee(s) –	<ol style="list-style-type: none"> 1. Discuss their progress of the book study (<u>Your First Year: How to Survive and Thrive as a New</u> 	<i>*More information concerning this</i>

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	estimated time of 30 minutes	<p><u>Teacher</u>) and make sure they have completed all assignments. Email me with any questions you are not able to answer.</p> <ol style="list-style-type: none"> 2. Guide the Mentee through the Self-Assessment Survey. (Formspace> MVT Program> New Teacher Self-Assessment – B.O.Y.) 3. Based on their most immediate needs, help them with a plan for Personal PD. This could include: collaborating with CCF, department chair, or another teacher on particular practices identified, After the Bell sessions, Atomic Learning, articles or literature found online. 4. Complete Mentor Activity Log (Formspace> MVT Program> Mentor Activity Log) 	<i>activity will be given at the Mentor Training</i>
October 4 – October 21, 2016	Learning Walk Activity	<ol style="list-style-type: none"> 1. Complete the Learning Walk Activity with mentee. Make sure to schedule a time for debrief and reflection. 2. Complete Mentor Activity Log (Formspace> MVT Program> Mentor Activity Log) 	<i>*More information concerning this activity will be given at the Mentor Training</i>
October 24 – November 4, 2016	Touch Base Meeting with Mentee(s) – estimated time of 30 minutes	<ol style="list-style-type: none"> 1. Review CHAMPS/PBIS with mentee using the classroom checklist. 2. Discuss any immediate needs or concerns they may have. 3. Complete Mentor Activity Log (Formspace> MVT Program> Mentor Activity Log) 	<i>*More information concerning this activity will be given at the Mentor Training</i>
November 1, 2016	Letter of Encouragement	<ol style="list-style-type: none"> 1. Write a brief letter of encouragement to your mentee. Make sure to point out any areas of growth or strength you have noticed. 2. Turn in the letter to the Mentor Program Campus Administrator by November 1, 2016. 3. Complete Mentor Activity Log for the time spent writing the letter. (Formspace> MVT Program> Mentor Activity Log) 	<i>*More information concerning this activity will be given at the Mentor Training</i>