

# ESSEX COUNTY PUBLIC SCHOOLS



## **Growing Great Teachers**

# **New Teacher/Mentee Handbook 2016-2017**

Welcome to the teaching profession! As a new teacher, you may be experiencing many emotions about your transition to the classroom. This is perfectly normal as any veteran teacher will confirm through his or her own experience that the first year of teaching may well be the most challenging year you may face throughout your entire professional career. For this reason, all teachers new to the teaching profession as well as all teachers new to Essex County Public Schools will be assigned a mentor for the upcoming school year.

The goal of "Growing Great Teachers" is to provide support and encouragement throughout the first year of teaching. Your mentor is a highly-qualified, highly-skilled veteran teacher who is committed to establishing a relationship based on mutual trust, respect, and collegiality. Please know that your mentor has once "walked in your shoes" and understands the importance of having someone available to lend support and guidance to improve your skill of teaching and ultimately improve student learning. Throughout the year, your mentor will be an invaluable resource to you.

### **GOALS**

1. To provide new teachers with support, encouragement, and guidance from their mentors, other colleagues, principals, and district leaders.
2. To enhance mentees' and mentors' professional skills through peer coaching, self-reflection, and professional development.
3. To ensure that the beginning teacher fully understands the professional knowledge and skills required of all teachers.
4. To provide curriculum review and lesson planning guidance to ensure student achievement.
5. To familiarize new teachers with curricula, materials, and professional development opportunities.
6. To ensure confidentiality between mentor and mentee.
7. To provide opportunities for new teachers to observe other excellent teachers in the division.
8. To retain skilled, committed teachers who are dedicated to providing high-quality instruction.

### **MENTORING ACTIVITIES**

The mentoring relationship is shaped by the activities that a mentor and beginning teacher participate in together. The activities are designed with consideration given to schedules, time, and specific needs of the mentee and/or mentor.

### **INTRODUCTION**

The following pages provide a springboard for discussion between you and your mentor. Included are the most frequently asked questions by beginning teachers. You will want to review the questions and discuss them with your mentor to decide which ones are applicable to your specific assignment.

## VERY IMPORTANT PEOPLE

TITLE/NAME	EMAIL	PHONE
Principal		
Assistant Principal		
Team Leader/Dept. Chair		
School Secretary		
Building Custodian		
School Nurse		
Library Media Specialist		
Guidance Counselor		
Math Coach		
Literacy Coach		
Resource/SPED Teacher		
Athletic Director		

## Where Can I Find This?

What will you need to get your classroom ready and in order for the first day of school? You should go over this list with your mentor.

1. When and how do I get my list of assigned students?
2. How do I obtain extra desks and chairs, if needed?
3. What supplies will my students need to bring? How should I give them this list?
4. How do I obtain textbooks and other learning resources?
5. How do I get funds/charges in local stores to pick up other supplies? What are the rules and procedures to do this in my school?

# Where are These Supplies?

Basic Classroom Supplies  
How many and where are they located?

- \_\_\_\_\_ Pencils
- \_\_\_\_\_ Pens
- \_\_\_\_\_ Crayons/Colored Pencils
- \_\_\_\_\_ Markers
- \_\_\_\_\_ Chalk, Erasers, Dry Erase Supplies
- \_\_\_\_\_ Stapler/Staples
- \_\_\_\_\_ Construction paper
- \_\_\_\_\_ Thumbtacks
- \_\_\_\_\_ Bulletin Board Paper
- \_\_\_\_\_ Paints
- \_\_\_\_\_ Paper Towels, Soap, Sponge
- \_\_\_\_\_ Scissors
- \_\_\_\_\_ Paper
- \_\_\_\_\_ Rulers
- \_\_\_\_\_ Glue/Paste
- \_\_\_\_\_ Computer Supplies
- \_\_\_\_\_ AV Materials



Other items needed to equip classroom?

# Emergency Procedures

Ask your mentor! This is information you will need before an emergency occurs.

**Fire Drill/Tornado Drill Procedure/Emergency Plan:**

**How does the phone system work?**

**How do I contact the office from my classroom? How do I get help?**

## **Schedule Your Day**

**Specific scheduling information you will need to know about your school:**

**What time do I report in the morning? Do I sign in?**

**When do the students begin coming into my classroom?**

**What is the routine for opening exercises/morning meeting/announcements at the beginning of the day?**

**What do I need to know about lunch time?**

**What is the routine for the closing of the day? Bus schedules, dismissal bells, etc.?**

**What specific duties will I have? (Bus duty, hall duty, etc.?)**

**Does this school have an After School Program? If so, where is it based?**

**What meetings am I expected to attend? When are they held?**

**What are the "off-hours" school access policies?**

**Is any of this information available online?**

## **Parent/Community Contact**

**What do I need to do to prepare for Open House?**

**When are parent conferences? How are they scheduled?**

**When are PTO/PTA meetings?**

**How do I keep records of parent contacts?**

## **Grading and Report Cards**

**Grading policies?**

**Recording Grades/Gradebooks**

**Report Cards?**

## **Behavior Management**

**Is there a school-wide behavior management plan? If so, attach a copy to this booklet. Discuss with your mentor.**

## **Special Education**

**What are the child student procedures and the referral process for students with academic or emotional problems?**

**How will I know if any students in my classroom have an IEP/504 and what accommodations are to be provided?**

## **Copying and Using Materials**

**What copier should I use? Where is it located? How do I obtain paper?**

# **Teacher Absences**

**If I need to be out for the day, what do I do?**

**What are the procedures for getting substitute coverage? How/Where do I leave lesson plans?**

## **Important References**

**What are the school improvement goals/objectives for this year?**

**Where are the Faculty Handbook, Parent-Student Handbook, District Policy Manual, and Emergency/Crisis Plans?**

**Where are the ECPS Curriculum Frameworks and SOL Curriculum Frameworks that I will use?**

**Where are student records stored? How do I access them? What are the rules for viewing them? What help can the school counselor give me in working with student information?**

**Where may I access the 2015-2016 school calendar? What important dates during August and September should be noted?**

## **THE FIRST DAY OF SCHOOL**

**The two most important things you will teach on the first day of school:**

**1. EXPECTATIONS for BEHAVIOR  
and shared responsibilities.**

**2. PROCEDURES**

**Your behavior management plan based on classroom systems is:**

**I will communicate this plan to the students, parents, principal, etc. by:**

# **PROCEDURES**

**Procedures are those daily routines which you want your students to do automatically so that teaching and learning becomes the focused energy of the classroom. How will you cultivate a shared ownership of these procedure responsibilities?**

**Examples: What to do when the bell rings? What to do when the fire drill bell sounds? What to do when you have a question? What to do when you need to go to the restroom? What to do if you need to see the school nurse?**

**What classroom procedures will you begin to teach?**

## **Lesson Plans for the First Week of School**

**Obtain the lesson plan book or format that is required/suggested for your school. Work closely with your mentor to develop a lesson plan to cover the first week of school.**

**What are the expectations for:**

- **Course syllabus for secondary schools?**
- **Lesson plans for elementary?**

**Discuss specific plans with your mentor for the first day of school, to include:**

- **Best seating arrangement**
- **Name tags/identification needed for students**
- **Supplies needed specifically for first day activities**
- **Quick engagement strategies—getting students on task quickly**
- **Other**

**Always take time to share any questions or concerns with your mentor.**