

The Just ASK May Mentoring Calendar

Since the date for the end of the school year varies, review both the May and June calendars for suggestions on mentoring around the close of the school year.

Personal

- Be sure that new teachers are invited to any end-of-the-year staff social events.
- Invite them to accompany you to end-of-the-year concerts or other events such as graduation.
- Be supportive of those who, for whatever reason, are leaving your school.

Professional

- Encourage participation in school and/or district level celebrations of the induction program and the professional accomplishments of new teachers and mentors.
- Discuss summer professional development opportunities.
- Review with the new teachers the professional growth goals they set for the fourth quarter and discuss next steps.
- Ask them to summarize their learning from this year by identifying the key strategies they want to remember for future use. Use pages 267-275 in *The 21st Century Mentor's Handbook* as tools.

Curriculum, Instruction, and Assessment

- Provide strategies for staying focused through the end of the school year.
- Discuss the questioning strategies the new teachers are using. Use pages 54-60 in *Why Didn't I Learn This in College?*
- Use student work and the results of classroom assessment to help the new teachers plan engaging and focused end-of-the-year learning experiences.

Organizational Systems

- Assist the new teachers in identifying materials they will need for next year and making plans for obtaining or creating them.
- Coach them in systems for organizing their teaching materials so that they can easily access them next year.

Students

- Remind new teachers that if they demonstrate nervousness or speak disparagingly about standardized tests, their students will pick up on those emotions and comments.

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- Encourage them to be positive about how well students are prepared for both the content and process of the testing.
- Be sure that they know which of their students are enrolled in AP classes and will therefore be focused on preparing for and taking AP exams in early May. Advise them to not assign other big projects at that time.
- Graduation, prom, awards assemblies, concerts, and other end-of-the-year activities become the focus for students at this time. Suggest to new teachers that while they want to continue to engage students in meaningful learning that they should also be mindful of the higher number of events taking place outside of school time.

Colleagues

- For new teachers who have a different teaching assignment next year, facilitate the arrangement of observations and/or planning conferences with someone who currently has that teaching assignment.
- If there is a change in teaching assignment, ask colleagues with whom new teachers will be working next year to reach out to the new teachers to welcome them to the team and to share well in advance any instructional and assessment materials the team uses.

School and School System

- Ensure that the new teachers know what they need to do with the May administration of standardized tests.
- Explain how to order supplies for the next school year.
- Go over the end-of-the-year procedures for student and teacher check-out.
- Clarify any confusion about responsibilities for attendance at end-of-the-year ceremonies.

Parents and Community

Help new teachers identify ways they will let parents see the big picture of what their children have learned and accomplished this year.

Especially for Special Educators

- Assist the new teachers in completing paraprofessional performance evaluations.
- Facilitate the review of student work as a measure of student learning. Help new teachers select work samples that will be forwarded to the receiving special education teachers.