



ExCEL Mentor Expectations

Cohort 4 (2018-2020)

Thank you for agreeing to become an ExCEL Mentor Teacher! We are so excited to have you join the ExCEL program and support our newest Catholic educators!

Role of the Mentor

As mentors, you'll participate in the development of an ExCEL teacher in the multiple dimensions of classroom instruction. We also understand that mentors provide key emotional to novice teachers—by listening to their struggles, offering encouragement/advice, and recognizing their accomplishments or efforts. Finally, we hope that the work a mentor engages in can not only support the ExCEL teacher but also enrich the pedagogy and professional development of the mentor as well.

Expectations:

Month	Task
July-August	<ul style="list-style-type: none"> <input type="checkbox"/> Welcome the teacher to your school <ul style="list-style-type: none"> <input type="checkbox"/> Ensure they've been given a tour <input type="checkbox"/> Introduce them to staff, faculty, and admin <input type="checkbox"/> Exchange contact information <input type="checkbox"/> Explain school policies & procedures <ul style="list-style-type: none"> <input type="checkbox"/> School key & alarm code <input type="checkbox"/> Expectations on time to arrive (ie. 7:30) and when they can leave (ie. 3:30) <input type="checkbox"/> School Year calendar <input type="checkbox"/> School schedule (daily schedule, assemblies, etc) <input type="checkbox"/> Dress Code & Staff Handbook <input type="checkbox"/> Staff Meetings & Before-School In-Service <input type="checkbox"/> Teachers Editions & Resources for grade level <input type="checkbox"/> Technology - their own school computer, student technology <input type="checkbox"/> Copy and Printing <input type="checkbox"/> School Supplies <input type="checkbox"/> Bulletin Board or hallway displays expectations <input type="checkbox"/> Discuss Classroom Set-Up <ul style="list-style-type: none"> <input type="checkbox"/> Flow of classroom and theme <input type="checkbox"/> Classroom management plan

	<input type="checkbox"/> Back-to-School Night information and preparation
September - June	<input type="checkbox"/> Identity 1-3 instructional goals for the ExCEL teacher to work towards over the year (see Goal Sheet) <input type="checkbox"/> Check-in <u>weekly</u> with ExCEL teacher to discuss: <ul style="list-style-type: none"> <input type="checkbox"/> Questions <input type="checkbox"/> Student issues <input type="checkbox"/> Parent issues <input type="checkbox"/> School-site needs (upcoming events, progress reports/report cards, conferences, new expectations, meetings, etc) <input type="checkbox"/> Forms and documentation <input type="checkbox"/> Lesson and unit planning <input type="checkbox"/> Work-life balance <input type="checkbox"/> Health check-in (physical, mental, emotional) - first year teachers always get sick! <input type="checkbox"/> Progress on goals <input type="checkbox"/> Informally observe ExCEL teacher at least once per trimester and provide affirmation, constructive feedback, and suggestions <input type="checkbox"/> Respond to and communicate with ExCEL director as needed to ensure well-rounded support for ExCEL teacher *Please document meetings and observations with ExCEL teacher on Mentor Log



ExCEL Mentor Teacher Log

ExCEL Teacher: _____ Mentor: _____

School year: 2018-19

Goals for Growth:

- 1.
- 2.
- 3.

Date	Type of Contact (in-person, phone, email, etc)	What did we work on/discuss?
Example: Tues Sept 4, 2018	In person	Templates for bi-weekly newsletter, parent concern (#4 needs to be challenged), set observation [Sept 6 at 8am] to support setting classroom expectations for the year