## MENTOR/MENTEE TEACHING ASSIGNMENT 2018-2019 SCHOOL YEAR

## Semester 1

Mentee	Building	Assignment	
Mentor	Building	Assignment	
(minimum number required	l in semester 1: 1st yr	eachers took place on the follow - 5, 2 <sup>nd</sup> yr - 4, 3 <sup>rd</sup> yr - 3)	
The Mentor provided or arr dates: (minimum number r	anged for a classroom equired in semester 1	observation of the Mentee's tea : 1st yr - 2, 2 <sup>nd</sup> yr - 1, 3 <sup>rd</sup> yr – 1)	aching on the following
The Mentee did an observation (minimum number required	tion of a master Teach I per semester 1: 1st y		
	led the new teacher m	neetings on the following dates (	
Mentee			<del></del>
The Mentee and Mentor me	et to discuss a PD plan	for this semester on	
By signing below we and were on average 30 min		e events did occur in a productive h.	e and meaningful manner
Mentor Teacher	date	Mentee	date
Ruilding Administrator	date		

Return the completed form to the personnel Office By January 21, 2019

## Sault Area Public Schools

"A Great Place to Learn"

Suggestions for ensuring a successful teaching experience!

September	October
Computer Access- Answer Questions  Classroom Management- Tools for Successful School Year  Positive Behavior Support- The 4Bs  Gradebook	Lesson Plans and Pacing Assessment and Grading Feedback Parent Communication
Goal Setting-Thoughtful Classroom in Stages Pre-test and Data Sheets	
November Preparing for Conferences Report Cards Comments Review before posting grades Understanding the Portal	December Prepare for midyear exams/assessments

## Reminders

AESOP - filing an absence for a sub

Illuminate - student data base for attendance and grades and everything else.

Email -

Website

Discovery Ed - Online video source

WisdomWhere - Any training through the ISD requires sign up

Copy Machine - from computer and at the machine.

NWEA MAP testing site

Payroll login

Tech Requests - I help out on a lot of little things in the building on this, but for items that are beyond my skill or time abilities then submitting a tech request.

Phone Voicemail

MOEC - Michigan Online Education Class Portal