

FRONT-END MENTORING GUIDE

For First-Year Non-Traditional Teachers

This guide outlines activities for each first year Non-Traditional teacher and mentor pair to work through together that will facilitate acquainting the NTL with faculty, staff, the building rules and procedures necessary to have a successful induction experience. These activities should be completed within the first six weeks of school. Gathering as much information as possible for each topic will provide the NTL novice teacher with a valuable resource that can be utilized throughout the induction process.

Your district's Project Director will collect all Front-End Mentoring Guides for monitoring purposes, and then return them to the NTL novice.

Arkansas Department of Education
Office of Teacher Quality
Teacher Induction

Front-End Mentoring

School Year:

School District:

School:

Grade/Subject teaching:

First Year Non-Traditional Teacher:

Mentor:

Front-End Mentoring

Faculty and Staff in Your Building

Record the names, positions, contact information and any other information concerning these staff members you find important.

Office Staff

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Counselor

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Special Education

Teachers in your building:

IEPs for your students:

Modifications for your students:

Program Coordinators and Support Staff

Gifted and Talented:

Literacy Specialist:

Math Specialist:

Librarian:

Nurse and Sickroom:

District Technology Coordinator:

Teaching Assistants:

Janitorial Staff:

Cafeteria Staff:

Your Classroom and Building

Indicate that these topics have been addressed by entering relevant information in each box.

Check your room for supplies and materials

Supply and Work Rooms
Location, procedures for use

Teachers' Lounge

Classroom and Building Keys
Using the building after school hours

Signing-in and out Policy
Expected Teachers' Hours

District Dress Code
Dressing Professionally

Who to contact for sick/personal leave
Required paperwork for leave

Video, overhead, etc. equipment
How to obtain

Fire Drill Policy

Tornado Drill Policy

Crisis Intervention Plan

Lesson Plans

Record relevant information for the following items: Insert additional information in your binder.

Format

Examples

What does your principal expect?

Do you reference Benchmarks?

How far in advance?

Who gets a copy?

Emergency Sub-Packet?

Record Keeping

Record evidence these activities have been completed.

Setting up your grade book

Collecting parents' contact information

Procedures for keeping attendance records

Electronic record keeping (where available)

Classroom inventory

Parent Communication

Record evidence these activities have been completed. Insert additional information in your binder.

Parent/Teacher Conferences
How to prepare
What to expect

Privacy Issues

Information concerning non-custodial parents

Releasing students to parent or other adult

Does your Principal want to see letters/emails before sending

The importance of documentation

Duty

Record evidence these activities have been completed. Insert additional information in your binder.

Schedule and Procedures

Location of duty assignments