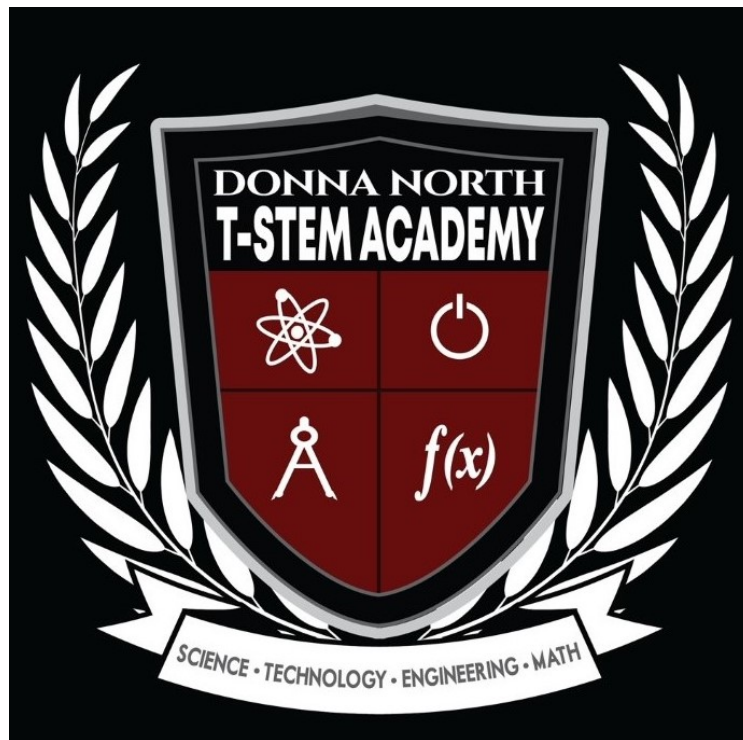
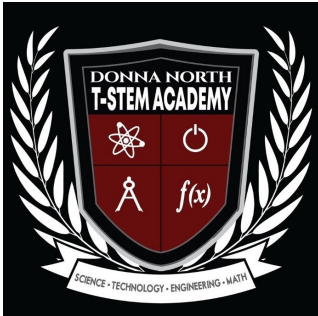


Donna North High School T-STEM Academy

New Teacher Mentor Program



Welcome to our Donna North High School T-STEM Academy Family



Vision

All Donna North High School T-STEM students will receive a strong educational foundation and learn leadership skills that will prepare them to pursue their life and career goals and apply their knowledge and experience for the benefit of society.

Mission Statement

The mission of Donna North High School T-STEM Academy is to create a safe and welcoming learning environment where students will receive a strong educational foundation in the areas of science, technology, engineering, and math. Through purposeful, meaningful, and deliberate instruction, students will take part in project-based learning in which collaboration, communication, critical thinking and creativity will drive their learning. In addition, students will acquire leadership skills that will enable them to interact with and positively influence their peers and members of society, both today and tomorrow. Through the strong partnership of students, faculty, parents, and community members, students will EXCEL in their academics, GRADUATE college and career ready, CHALLENGE their life and career goals, and SERVE their community as LEADERS, demonstrating integrity, loyalty, and respect.

Goals of DNHS T-STEM Academy Mentor Program

- To ease the transition for new teachers into the classroom
- Increase retention of quality teachers
- Improve skills of new teachers
- Provide on-site support
- Encourage and coach new teachers to improve student achievement
- Develop a professional learning community

What is a Mentor

- Role Model
- Advisor
- Information Resource
- Colleague
- Mentors are NOT critics!

Mentors help you GROW

- The purpose of a Mentor is to help you grow
- A Mentor should always provide you feedback
- You should always seek feedback from your Mentor to help you grow professionally

Mentee Expectations for Year One

- Check in weekly with your mentor
- Reflect with mentor on what is working and what is not working
- Be observed at least once by your mentor
- Meet with your mentor for observation feedback
- Asks questions related to your teaching

Observations

- The Mentor is required to observe the Mentee and provide feedback once per Semester (BOY and EOY)
- The Mentor is encouraged to observe the Mentee prior to the Mentee's formal observation
- More observations can be scheduled as desired
- Mentees are encouraged to observe their Mentors or other peers

Teacher Mentors To Do Checklist

- Meet with your mentee and get to know him or her.
- Introduce mentee to staff members particularly subject area teachers and key personnel.
- Show mentee location of Online Resources (SharePoint, Clever, etc.).
- Share First Day/Week expectations/guidance.
- Share where curriculum guides can be found.
- Discuss grading, lesson plans, attendance, discipline.
- Prepare mentee for school traditions (pep rallies, football games, parades, etc.).
- Show how to post lesson plans.
- Show how to post attendance and breakfast.
- Show how to access Employee Information on TEAMS.
- Establishing classroom organization.
- Establishing rules and procedures.
- Preparing lesson plans.

Campus Procedures

Block Schedule

- a. 4 blocks of instruction
- b. 1 block is planning or conference
- c. 45-minute lunch

Clock In/Out

- a. 7:45 am Clock in (Biometric clock)
- b. 4:05 pm Clock out
- c. If Stepping Off Campus: Obtain Admin Approval and Sign Out

Breakfast/Attendance

- a. Students in breakfast in the classroom (8:15 am – 8:30 am point of service)
- b. Submit breakfast and attendance

Lesson Plans

- a. Posted by 8:00 am every Monday morning

Duty

- a. Stand by your classroom door in the morning and at every passing period
- b. OBOT duty during your planning/conference
- c. Afterschool duty (follow afterschool duty schedule rotation)

Meetings

- a. Department Meetings
 - 7:45 am – 8:20 am (attendance verification)
 - As specified by Department Head
- b. PLC's
 - Planning Period

- Possible 7:45 am – 8:20 am
- Follow Department Calendar

c. Faculty Meetings

- First Thursday of the Month @ 4:10 pm

Expected Handling of Discipline Procedures

- a. Follow PBIS Guidelines
- b. See PBIS Handbook