

WEST HIGH PROFESSIONAL DEVELOPMENT SCHOOL

PROFESSIONAL ASSOCIATE: _____

Thank you for assisting a new-to-West teacher as he transitions into our school family. The following suggestions will provide guidance as you build a collegial relationship with _____

Introductions

Contact the teacher as soon as he is identified and continue to collaborate on a regular basis, ask for his schedule and share yours, share phone numbers and e-mail addresses, decide on a convenient meeting time (one weekly minimum).

August

>join your mentee for lunch during Fall Orientation on August 4, 2003, tour the building and grounds, show him your classroom

>if he has a room, help him settle in (find books, furniture, etc.)

>if he travels, assist him in finding “space” in the department office (desk, filing cabinet, file folders, etc.)

>if he travels, introduce him to teachers whose rooms he will be sharing (does the host teacher have a drawer, closet space for him); share tips on proper/respectful care of classroom

>review guidelines for bookkeeping, student/teacher attendance, fees, gradebook, etc on as needed basis

During the year

>lunch with the teacher on a regular basis (two monthly minimum), invite him to join your lunch group

>sit with the teacher during faculty meetings and inservice activities

>invite the teacher to extracurricular activities (ballgames, concerts, etc)

>invite the teacher to monthly socials

>invite the teacher to observe your class, club or activity

>attend Brown Bag Chats together and bring him dessert

>give him treats — anytime — candy bar, bagel, fruit... with a “Have a nice day!” note

>assist with machines

>assist with handbook/policy interpretations

CONGRATULATIONS ON YOUR NEW FRIEND SEW. THE MENTORING CORE TEAM LOOKS FORWARD TO WORKING WITH YOU AND _____