

MONTHLY Suggestions for Supporting New Teachers



Summer

- ⊕ Contact staff members to serve as mentors for your new teachers. Encourage the mentors to contact the new teachers prior to the start of school.
- ⊕ Ensure that adequate furniture and materials have been ordered for the new teachers.
- ⊕ Encourage new teachers to visit the school, set up classrooms, and form a management plan for their students.

August

- ⊕ Provide a welcome and orientation day for new teachers.
- ⊕ Set expectations for mentor/protégé relationship.
- ⊕ Celebrate and recognize the importance of the mentor/protégé relationship.
- ⊕ Take new teachers on a tour of the neighborhood in your school zone.
- ⊕ Share parent and student relationship building suggestions. Help them start off on the right path!
- ⊕ Help new teachers identify priorities for professional development. Some new teachers may need assistance with certification efforts. Explain Cobb County's Professional Development district course offerings and how to register.
- ⊕ Touch base with new teachers during the first week of school to see how things are going.
- ⊕ Find something positive on which to compliment the new teacher.

September

- ⊕ Explain standardized testing information with new teachers.
- ⊕ Visit in the new teacher's classroom and conduct an informal observation for the purpose of giving feedback and to identify any problems early in the year.
- ⊕ Discuss the Instructional Environment Standard (IE) of the Cobb Keys Performance Evaluation System. Most new teachers need support in this Standard.
- ⊕ Provide release time for the new teacher and the mentor to observe in each other's classroom.
- ⊕ Discuss assessment issues, progress reports, grading, etc.
- ⊕ Remember to be aware of the phases new teachers go through and provide support and encouragement during the survival and disillusionment phases (September – December, Moir 1995).

October

- ⊕ Find ways to incorporate new teachers into the larger school community. Utilize their strengths without adding extra responsibilities.
- ⊕ Explain conferencing procedures and expectations to new teachers.
- ⊕ Provide release time for mentor and protégé to meet.
- ⊕ Observe in new teacher's classroom.
- ⊕ Review routine classroom procedures and discipline plan.

November

- ⊕ Schedule a meeting to touch base with the new teachers. Encourage new teachers to share a success story with you.
- ⊕ Discuss the Curriculum & Planning Standard (CP) with new teachers.
- ⊕ Review lesson planning models.
- ⊕ Help new teachers identify new priorities for professional development. Review procedures for staff development registration.
- ⊕ Remember that many new teachers are in a disillusionment stage during this time of year. Provide additional support, when applicable.

December

- ⊕ Provide more release time for the mentor teacher and new teacher to meet and/or observe other classrooms.
- ⊕ Meet with new teachers and discuss assessment issues. Suggest some professional articles to read on assessment.

January

- ⊕ Revisit classroom management strategies. Some new teachers need some fresh ideas or need to refocus their management efforts.
- ⊕ Provide release time for the mentor and protégé.

February

- ⊕ Discuss the Standards-Based Instruction Standard (SBI) with new teachers.
- ⊕ Share some instructional strategies with new teachers.
- ⊕ Visit in new teacher's classroom.
- ⊕ Provide release time for mentor and protégé to look at instructional planning and implementation.

March

- ⊕ Explain standardized testing information with new teachers.
- ⊕ Revisit conferencing tips.
- ⊕ Encourage new teachers to read professional journals/articles.

Professional Articles can be found on the **Cobb County PICASSO website, under the "Instruction" tab:**

<http://picasso.cobbk12.org/>

April

- ⊕ Help new teachers understand the importance and benefits of examining student work samples for “next-step” instructional planning.
- ⊕ Provide new teachers with suggestions for closing out the school year successfully.

May

- ⊕ Set aside time to reflect with new teachers. It is important for the beginning teacher to self-assess their areas of strength and areas for growth.
- ⊕ Help new teacher assess new priorities for professional development.
- ⊕ **CELEBRATE** the accomplishments of first-year teachers.
- ⊕ **RECOGNIZE** mentors.

