

August-September

Special Education Mentoring Topics

- ☐ SCRAM - up to date & accurate
- ☐ Curriculum options
- ☐ Transportation
- ☐ Paraprofessional orientation (if applicable)
- ☐ Skyward
- ☐ Goalview
- ☐ IEP/Re-eval tracking system
- ☐ Class rules/procedures/reinforcement system
- ☐ Special Education budget and legislative money (if applicable)
- ☐ Sign up on JPLS for new teacher training (if applicable)
- ☐ Behavior management system
- ☐ Review FBA's/BIP's
- ☐ Review health care plans
- ☐ File transfer process
- ☐ Model and observe IEP meeting(s)
- ☐ Identify DLM students
- ☐ Crucial policies on Skyward

- ☐ Emergency sub plan/substitute procedures (AESOP) (if applicable)
- ☐ Sign mentor contract
- ☐ Disclose statement/communication with parents/parent contact log
- ☐ Special Ed. team meetings
- ☐ Medicaid/logs
- ☐ District mail process and procedures
- ☐ Websites: JSD & State Special Ed., JSD mentor
- ☐ JPAS support & help

Speech/Language Additional:	School Psychologist Additional:
- scheduling - data collection - speech/language logs - CDO students	- scheduling groups - review case summaries - Family Ed. Center - assessments - checking out materials - JSD report expectations - crisis intervention & postvention - student logs - retention & acceleration - SLD requirements - social skills programs - assessment matrix - 504 plans and accommodations - FERPA letters - suicide prevention & intervention - safety plans - case formulations - true time - charting data - determining 504 eligibility

Signature of Provisional Educator

Signature of Mentor

Date

Please send a copy of this checklist and the Activity Log to the Lead Mentor at the school of the Provisional Educator.

Mentoring Activity Log

Use this log to document meeting dates as well as any items discussed and goals set in addition to what may have been discussed from the Mentoring Topics checklist.

<u>Date of Mtg.</u>	<u>Activity/Discussion Notes</u>	<u>Goals</u>	<u>Date of Next Mtg.</u>

(keep a copy of these documents for License Recertification)