

Special Educator Year At-a-Glance

Discussion Items	Aug	Sept.	Oct	Notes:	Discussion Items	Nov.	Dec.	Jan.	Notes
Complete new SCRAM/ process					Progress Monitoring-Parent Teacher Conference				
SCRAM report					Progress Report Process				
Curriculum Options					Data Collection				
Transportation					Review FBA/BIP				
Para Professional Orientation					Classroom Management/Procedures/ Reinforcement				
Data Collection					SCRAM Report/ update SCRAMs				
Goalview IEP Amendments					Curriculum Differentiation				
Skyward					Schedule File JPAS review with TS				
IEP/Re-eval tracking system					Help support for JPAS interview				
Medicaid					Review IEP Meeting checklist Indicator #65				
Parent contact log/Goalview					Stress management				
Special Ed Website					Incorporate new teaching strategies				
District JPAS class					ESY Data collection				
Schedules					PLC involvement				
Class Rules/Procedures/Reinforcement System					Team Planning- Team Meetings				
SLO's					New Teacher Trainings				
Budget Procedures/testing forms/File folders Organizers					EYE Progress-Portfolio form-collect evidence				
New Teacher Trainings					Review Initial/Re-eval process				
Develop or Check behavior management system					Preview IEP Process(iep, notice of meeting, placement etc) before scheduled meetings				
Review FBA/BIP					Goalview Amendment procedures				
Identify ESY students					Select UAA goals (4 -12 grades)				
Additional Legislative Days					DLM				
PLC participation					Discussion Items	Feb.	Mar.	Apr	Notes
Mentor Form/Signed contract					SLO				
EYE Progress-Portfolio form					File Compliance				
Mentor Website					ESY data collections/packets				
Team Meetings					SCRAM Report				
Emergency Sub Plans-					Stress Management				
File Organization					Reflective feedback				
Locate Utah State Special Education Rules					Parent /Teacher Conference-Progress Reports				
Review Items in New Teacher Binder					Sage/DLM Testing Procedures				
Review Initial/Re-eval process					Program PLCs and professional development- Monthly				
Mentor Contract Signed					New Teacher Trainings				
JPLS-How to sign up for a class					Team Planning				
Skyward employee access					Medicaid logs/reports				
Preview IEP Process(iep, notice of meeting, placement etc) before scheduled meetings					Continue to monitor IEP procedures				
Model and Observe IEP Meetings					Caseload Projections/Staffing/Critical Needs				
File Transfer process					Transportation Request				
Identify DLM/UAA Students					Supply Orders/Budget				
Review/share health care plans with staff									
					Discussion Items	May	June	July	Notes
					File Checklist/Transfer				
					Progress Reports				
					Planning for next year				
					Check out procedures				
					Legislative Days				
					Ordering supplies and materials for new year				
					Sage/DLM Testing				
					SCRAM Count				
					Student Summary for exiting to new feeder school				

Mentor _____

Mentee _____