

MENTORING
Career and Technical Education Work Plan Topics
Timeline

Month	STUDENT
Sept./Oct.	SchoolTool - to include grades, attendance, interim reporting
Sept./Oct.	IEP Testing Modifications, Consultant teacher Services
Sept./Oct.	DISCIPLINE - reporting in Schooltool, procedures to follow
Sept./Oct.	SLO Testing and Preparation
Sept./Oct.	Fire Drill Reporting (student accountability, fire drill contract person, exit procedures)
Sept./Oct.	Community based experience (CBE) paperwork and procedures
Sept./Oct.	Student awards - quarterly awards, perfect attendance
April	Certification Testing - e.g., NOCTI, NCCER, protors, fed ex., etc..
April	Final Exam procedures
April	Graduation procedures to include honors/honors & distinction, awards/criteria

Month	PERSONNEL
Sept.	Attendance Reporting - how to report an absence and request a substitute
Sept.	Paperwork for absences (to include timeframe - 48 hours advance notice for personal day, NOT to extend a holiday or vacation, etc..)
Sept./Oct.	Certification and Registration
Sept./Oct.	Graduate Credit Hours

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Month	TEACHER
Sept./Oct.	BOCES policies/procedures
Sept./Oct.	Mandatory activities/meetings (faculty, team meetings, open house)
Sept./Oct./Nov.	School closings/delay procedures
Sept.	Substitute procedures - teacher registry
Sept.	Behavior management process/code of conduct
Oct.	WBL process
On-going	Understanding the APPR process/timeline/documents
On-going	Lesson plans/curriculum mapping, ATLAS Rubicon
On-going	Instructional Strategies/Differentiated Instruction / and meeting the needs of all students
April	Technical Assessment process
As needed	Program Re-certification
On-going	Instructional Coaching Opportunities

Month	MISCELLANEOUS
Sept.	Daily sign in procedure
On-going	Participation in Team Process
Sept.	Conference/Workshop request paperwork (to include attachment)
Sept.	Monthly Bulletin procedures
Sept.	O&M requests - paperwork (service requests) + School Dude
Oct.	Paperwork for print shop requests
Oct.	Unit Design work - paperwork and procedures (rubrics)
May	Year End checklist - obligations at the end of the school year for checkout

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Month	PARENT/TEACHER RELATIONSHIPS
On-going	Dealing with difficult parents
On-going	Communicating sensitive information
On-going	Conferencing skills
On-going	Establishing trust and rapport
On-going	Contacting parents- regular contact

Month	PURCHASING/MILEAGE
Oct.	Requisition procedures
Oct.	Use of a blanket "open" purchase order, with receipt/invoice procedure turn-in
Oct.	Review of <i>Mileage Guidelines</i> and Travel Expense Voucher
Oct.	3 Year Equipment Plan - how to fill it out, quotes, etc...
Nov.	Budget Development - how to plan for the following year and fill out projected budget needs

Month	TECH SERVICES
Sept.	Email procedures and policies
Sept.	Help desk reporting