

MENTORING
Exceptional Learners Division 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. | 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 |
| Sept./Oct. | SLO Preparation |
| Sept./Oct. | Pre-Assessments |
| Sept./Oct. | Boystown |
| Sept./Oct. | Therapeutic Crisis Intervention (TCI) |
| January | Annual Reviews/ Transition planning |
| January | Testing Procedures and Protocols |
| April/May | Graduation procedures and awards/criteria |
| April/May | Post-Assessments |

| 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 |
| On-going | Behavior management process/code of conduct |
| On-going | Understanding the APPR process/timeline/documents |
| On-going | Lesson plans/curriculum mapping/ATLAS Rubicon |
| On-going | Instructional process/Planning/Support |
| On-going | Meeting the needs of all students |
| On-going | Instructional Coaching |

| Month | MISCELLANEOUS |
|--------------|---|
| Sept. | Daily sign in procedure |
| Sept. | Conference/Workshop request paperwork (to include conference information) |
| Sept. | O&M requests- School Dude |
| On-going | Participation in Team Process |
| May | Year End checklist - obligations at the end of the school year for checkout |
| Sept./Oct. | Curriculum Development - paperwork and procedure |
| April/May | ESY Employment Opportunities |

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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 |
| On-going | CSE Meeting participation/role |

| Month | PURCHASING/MILEAGE |
|--------------|--|
| Oct. | Requisition procedures |
| Oct. | Use of a blanket "open" purchase order, with receipt/invoice procedure turn-in |
| Oct. | Review of Mileage Guidelines and Travel Expense Voucher |

| Month | TECH SERVICES |
|--------------|-------------------------------|
| Sept. | Email procedures and policies |
| Sept. | Help desk reporting |
| Sept. | School Support Services |