

Mentor Conversation Starters

It is extremely critical for open communication to be established early and to continue throughout the school year.

This brochure contains a variety of topics a provisional teacher may not think to ask his/her mentor. Use these topics to initiate conversations and clarify information to help a new teacher make a strong start. Some topics are more appropriate at certain times of the year.



*I Mentor —
I make a Difference!*

For More Information go to:

<http://departments.jordandistrict.org/curriculum/mentor/index.html>

or contact your
Mentor Teacher Specialist

michelle.chavez@jordan.k12.ut.us

claire.glade@jordan.k12.ut.us

sheri.sample@jordan.k12.ut.us

Jordan School District

7387 S. Campus View Drive
West Jordan, UT 84084
(801) 567-8100

www.jordandistrict.org

Revised Nov. 2009

The ABCs of Mentor Conversations



Brought to you
by your
Jordan School District

Mentor Teacher
Specialists

The ABCs of Mentor Conversations

Assemblies

Attendance Policies
Audio-Visual Materials

Back-to-School Night

Bereavement Leave
Budget Access & Amounts
Bulletin Boards

Classroom Management Plan

Collaboration
Computer Lab Use
Computer Programs
Computer System
Copyright Law
Core Curriculum
Counseling Services

Disclosure Documents

District Policies
Documentation of Contacts
Duty (recess, bus, etc.)

Emergency Procedures

- Earthquake
- Fire
- First Aid
- Lockdown

Faculty Meetings

Faculty Assignments
Faculty Restroom
Faculty Room
Faculty Workroom
Field Trips
Furniture Needs

Grading Policies

Grading Programs

Health Needs of Students

Health Plans

IEPs

Inside Days (Elementary)

Janitorial Services

Keys

Leave Provisions

Lunch Procedures

Mailbox

Media Equipment
Meeting the Staff

New Student Enrollment

Nursing Services

Office Staff

Open Campus

Parent/Teacher Conferences

Parking (Faculty & Student)
PTA Involvement

- Room Mothers
- Classroom Parties

Quality Teaching

Questions

Resource Officer

Relaxation Techniques
Recycling
Room Arrangement

Special Education Services

Speech Services
School Calendar
School Map
School Policies
School Schedules
Seating Charts
Special Events
Special Student Needs
Student Records
Student Restrooms
Substitutes

- How to Call
- Preparing For

Supplies

- How to Order
- What is On Hand
- Where Things Are Kept

Teaming

Telephone System
Textbooks

Unique Situations

Volunteers

- Appropriate Uses
- Ideas for Use
- Planning For

What to do First

What if . . .
Who to Ask What

Xerox Location and Use

Yearly Plan

Zzzzzzz - Get Enough Rest