

NEEDS ASSESSMENT

MENU OF OPTIONS – **NOVEMBER**

Check October Menu of Options to identify any areas of focus more appropriate for November given your school year calendar.

Personal

- Suggest to the Candidate that they walk out the door for Thanksgiving vacation with no schoolwork in hand and that they use the break to rejuvenate and re-energize themselves with family and friends.
- If this is the Candidate's first major holiday away from family, brainstorm with them what they might do to minimize the loneliness and make the holiday fun and rewarding.
- Warn them that the weeks between Thanksgiving and the winter break are busy both professionally and personally. It is a time for exhaustion and possibly depression because of the seemingly insurmountable tasks to be accomplished.
- Monitor the Candidate for fatigue and disillusionment.

Professional

- Check in with the Candidate to see if they need assistance in completing paperwork.
- Review first quarter professional growth goals.
- Set professional growth goals for the second quarter.
- Review first quarter mentoring relationship goals and set new ones.
- Remind them to save receipts for tax purposes.
- Review professional development opportunities and requirements.
- Attend a professional development event with the Candidate.
- Co-observe another teacher's lesson and debrief.

Curriculum, Instruction, and Assessment

- Be sure that the Candidate does not fall into the turkey and Pilgrims trap. Help them make plans to maximize meaningful active learning experiences the day before Thanksgiving vacation and to refocus learning following the four-day weekend.

Organizational Systems

- Review the efficiency and effectiveness of classroom procedures and identify new procedures to develop.

Students

- Discuss the impact of holidays, the athletic schedule, performing arts productions, and homecoming on school schedule and student learning,

- Assist Candidates who teach High School in working with students who ask for letters of recommendation to accompany their college applications. Share some examples of letters others have written.

Colleagues

- Continue to engage the Candidate in collegial analysis and discussion of student achievement and classroom assessment data.
- Provide the Principal with a summary of the professional goals set and met during the first quarter. Give an overview of the Candidate's second quarter professional goals and ask for support and resources as appropriate.
- Identify colleagues who would be willing to have the Candidate observe in their classroom.

School and School System

- Discuss vacation leave policy surrounding the Thanksgiving holiday.
- Ensure that grades are submitted in the appropriate format in a timely manner.
- Go over the spring standardized testing schedule. Provide the Candidate with any informational materials about the testing protocols.

Parents and Community

- If parent-teacher conferences are held in November, see October calendar for guidelines.
- Remind the Candidate that multiple positive and productive parental contacts before report cards are sent home result in far fewer questions about grades.
- Provide guidelines for responding to parent questions/concerns about first quarter grades.
- Discuss strategies for dealing with parents who are upset about school issues.

Education Specialist

- Ensure that Candidates who are the only new special educator in the school have an opportunity to network with other new special educators in the district.
- Check in with the new special educators to ensure that their system for interacting on a regular basis with each of the general education teachers and other educators working with their students is working. Have them share evidence of successful collaboration.