

NEEDS ASSESSMENT MENU OF OPTIONS – JANUARY

Meet with the Candidate to debrief the first semester

Professional

- Review second quarter professional goals.
- Have Candidates do a self-assessment against a CSTP of choice and set new goals for the third quarter.
- Discuss how the mentoring process is working.
- Make plans for the mentoring relationship for the second semester.

Curriculum, Instruction, and Assessment

- Focus on planning practices.
- Hold an extensive review of the pacing guide/curriculum map and help the Candidate make necessary adjustments.
- Assist the Candidate in analyzing semester exams and other summative assessment data in order to design and select scaffolding strategies for the third quarter.

Organizational Systems

- The beginning of the second semester is the time to evaluate classroom arrangements, adequacy of resources, success of procedures, use of time, efficiency of routines, and effectiveness of responses to unmet expectations.

Students

- Assist Candidates in developing systems for monitoring progress and being aware of students who may be in danger of failing.
- Help them set up intervention plans including proactive support systems.
- Work with the Candidate to increase their display of student work in the classroom.

Colleagues

- Check in with other Mentors and attend the Mentor support sessions.
- Update the Principal or other administrators on the mentoring process.
- Ensure that Candidates engage in any opportunities to review student work in departmental, team, or grade level groups.

School and School System

- Review grading and reporting procedures.
- Discuss the spring standardized testing schedule.

Parents and Community

- Revisit communication systems that need to be implemented with the parents.
- Discuss with them the advisability of communicating via a newsletter, memo, email, or text of the learning goals of the second semester, the purpose and timelines of any major projects, and any changes that will occur in the learning environment during the second semester.

Education Specialist

- Support them in reviewing semester grades and other classroom achievement data.
- Help Candidates review the progress of students on their caseloads to see if they are moving toward independence.
- Remind them to review the procedures they are using to communicate with general education teachers. Have them do a self-assessment and decide what practices need to be modified.
- Coordinate a review of IEP dates for second semester.