

NEEDS ASSESSMENT

MENU OF OPTIONS – FEBRUARY

Personal

- Celebrate Valentine’s Day with a card, a cartoon, coffee, or a candy bar!
- Help them recognize cabin fever in themselves and their students and react accordingly.

Professional

- Notice and comment on appropriate professional dress.
- Review and discuss portfolio entries.
- Assist in planning for formal observations.

Curriculum, Instruction, and Assessment

- Explore strategies for checking for understanding. With standardized testing coming up soon, the Candidate may be inclined to rush through material without checking to see if students are learning.
- Check in on the January plans for scaffolding instruction. Ask how it is going and how you can assist. Offer scaffolding strategies that work for you or others.
- Discuss how bell work, openers, and anchoring activities provide opportunities to revisit concepts and information as well as provide opportunities for needed standardized test preparation practice.

Organizational Systems

- Discuss any concerns with the use of time. Focus on the use of instructional time and then focus on time management beyond the classroom.
- Explore ways to better use technology to manage professional, instructional, and student information.

Students

- Review the learning profiles of students and identify those who might need to be referred for special services.
- Offer to “borrow” a difficult student for the day.
- Have the Candidate preview standardized testing procedures and processes with students.

Colleagues

- Encourage the Candidate to build in time to meet with their colleagues to examine student work. Help them decide what student work samples to bring to the table.
- Bring the Principal up to date on how the mentoring process is working.

School and School System

- Be sure that the Candidate is well informed and has accurate information about scheduling and teaching assignments for the upcoming school year as soon as it is available. Be mindful that rumors may be circulating about possible changes.

Parents and Community

- Ensure that the Candidate reminds parents of the upcoming standardized testing. Help them develop a plan for letting parents know what they can do to help create a positive and productive testing environment.

Education Specialist

- Remind these new teachers to review the standardized testing schedule and procedures as they apply to students in the special education program.
- Help them use class work, individualized testing, literacy assessments, and all other available data to design scaffolding for student success on the upcoming standardized tests.
- Coach them in working with general education teachers in setting up the testing accommodations and modifications identified in IEPs.
- Assist the new teachers in identifying appropriate work-study options for their students for the summer and/or fall.
- Inform the Ed. Specialist of their role in the preparation of the master schedule for the next year. Assist in the process.