REQUIRED ACTIVITIES

1. **Initial contact with mentee to discuss**
   a. Best ways to communicate
   b. Mentor expectations for mentee
   c. Mentee’s expectation for mentor
   d. All the stuff you think a new special educator should think about in the fall
   e. Introduce topic of professional development plan, more specific goals for year
   f. Decide how observations will be conducted (in person, video sent to you for comment, or via Swivl, Facetime, or other live e-platform)

2. **Make contact with the school administrator and certification committee representative** to introduce yourself, best ways to communicate (i.e. in case of emergency)

3. Schedule meeting and meet with Mentee, certification committee rep, and mentor to **develop professional development plan**

4. **Two formal observations in the fall, two formal observations in the spring**
   a. Includes a pre-conference to discuss
      i. goals for the lesson
      ii. Things the mentee wants the mentor to focus on or notice in particular
      iii. Any behavior management plans in effect, or students whose responses might be unusual, that the mentor should know about
   b. Observation- with notes
   c. Post-observation conference (with notes)

5. **Ongoing contact:** touch base a minimum of weekly
   a. **Monthly:** review mentee’s professional development plan, goal progress; review achievements of past month(s) and discuss goals for next month

6. **At semester break and end of school year:** Discuss overall progress, give feedback, set goals for next time period

7. **At end of year:** With MACM Coordinator, review mentee’s progress and determine mentee’s need for ongoing MACM mentoring, or exit from program

Also, remember ...

- The relationship between you and your mentee is not evaluative in nature.
- You are expected to maintain confidentiality- do not share any observation or conversation details with ANYONE without the permission of your mentee. Make sure you and your mentee discuss the parameters of any information to be shared outside the relationship.