

# NEW MENTOR CHECKLIST

## PLANNING

### Review Best Practices, E2P guides, & Toolkit

### Meet with district administrator and partners for planning goals/actions

- 1) Write and distribute an introductory email/letter using district guidelines
- 2) Prepare and deliver an "elevator speech" for personal introductions
- 3) Participate in at least 1 collaborative opportunity (school or community based)

### Select families you will offer support

- 1) Write a letter or email to introduce yourself to families and distribute using district guidelines
- 2) Give and review submitted Family Pre/Post survey(link on the Learning Curve) of at least 5 families
- 3) Discuss with 1 or more teachers/partners the current needs of families

### Create your training schedule for in-person or virtual opportunity

- 1) Identify at least 1 partner to assist with planning a training session for families
- 2) Identify 2 dates to check on families you will support
- 3) Identify at least 1 student outcome to collect data for related to your family engagement work

## IMPLEMENTATION

We are engaging families and partners for sustainable support and success. We practice the Leading By Convening Framework for Engagement.

### Inform families : What will families learn and which information will you share?

- 1) Pick 2 learning goals you have for families this year (learning targets)
- 2) Decide content of training(s) and set up at least 1 in-person or virtual training
- 3) Select and use 1 or more shareable resources or tools to support family/partner training

### Network with families and partners : Gather feedback from families (including needs)

- 1) Collect, evaluate, & report Family Pre/Post Survey or use other sources (ex. district or state surveys) to guide support
- 2) Assist 2 families build an effective two-way communication plan with their child's school

### Collaborate and model partnering to improve outcomes

- 1) Contribute as a partner in the collaborative meeting/team you chose in planning phase
- 2) Assist 2 families make a community connection with a partner that will support their student success

## EVALUATION

The evaluation of your target work is ongoing and occurring while the work is being implemented and impacting the outcomes your plan is seeking. Expect:

Personal and peer review of ongoing work

Utilizing benchmark dates to review feedback, obstacles and solutions for reporting

Submitted reporting to be evaluated and feedback and coaching provided

## REPORTING

Report Q1 plan no later than October 15th

Set 2 benchmark dates to collect data and follow-up accordingly

Report Q2 submission and Family Pre-surveys no later than January 15th

Report final Q3 report and Family Post-surveys no later than April 15th

Enter contacts quarterly October 15th, January 15th, April 15th, and May 30th