

Off to a Good Start
Supervisor Check List

September Visit

Candidate: _____

Mentor: _____

School: _____

- ☐ Candidate is following school conventions for how teachers are addressed (by first name or last name).
 - ☐ Candidate knows and is following norms for teacher attire.
 - ☐ There are visual indications that the candidate is a member of the teaching team (photo, name on door, introduction via newsletter to parents, etc).
 - ☐ Candidate has access to school communication (has district email address—if allowed, physical mailbox, receiving school-wide emails, etc)
 - ☐ Candidate has designated space in the classroom to keep belongings and has a work space.
 - ☐ Candidate knows and follows norms for ID badges, parking, using copy machine, playground duty, etc.
 - ☐ Candidate has distributed the edTPA video parent permission slip.
 - ☐ Candidate has identified an appropriate second level mentor.
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- ☐ Mentor is sharing regularly about decision-making processes for beginning of year tasks.
 - ☐ Mentor has introduced candidate to faculty and staff.
 - ☐ Mentor has introduced candidate to parents in person and/or via messages sent home.
 - ☐ Mentor and candidate have established a regular meeting time (about 30 min uninterrupted per week).