

Accelerated Reader Mentor's Roles and Responsibilities

Training & Support	Meetings	Updating Staff	Progress Monitoring	Program/Product Maintenance	Responsibilities
Beginning of the year program set up	Attend Network Meetings	Notify and remind staff of Benchmark Reports	Monitor program usage and report to principal	Update program as needed	Check school email daily for notifications
Bi-monthly teacher check-in (in person or via email)	Bring campus concerns/ideas to Network meetings	Schedule Universal screening assessment windows		Set passwords each marking period	Maintain Mentor binder and Accountability Check Sheet
Address teacher concerns via tech tickets	Monthly Update meeting with principal	Give Accel Reader updates at every staff meeting			
Schedule and facilitate staff training- minimum of 1 Fall and 1 Spring training (webinars, workshops, etc.)					
Inspire use of Accelerated Reader					

Accelerated Math Mentor Roles and Responsibilities

Training & Support	Meetings	Updating Staff	Progress Monitoring	Program/Product Maintenance	Responsibilities
Beginning of the year program set up	Attend Network Meetings	Notify and remind staff of Benchmark Reports	Monitor program usage and report to principal	Update program as needed	Check school email daily for notifications
Bi-monthly teacher check-in (in person or via email)	Bring campus concerns/ideas to Network meetings	Schedule Universal screening assessment windows			Maintain Mentor binder and Accountability Check Sheet
Address teacher concerns via tech tickets	Monthly Update meeting with principal	Give Accel Math updates at every staff meeting			
Schedule and facilitate training- minimum of 1 Fall and 1 Spring training (webinars, workshops, etc.)					
Inspire use of Accelerated Math Program					

Rosetta Stone Mentor's Roles and Responsibilities

Training & Support	Meetings	Updating Staff	Progress Monitoring	Program/Product Maintenance	Responsibilities
Beginning of the year program set up: (Learner Accounts), Quick Sheet Updates, Provide teachers with Class user-ids, passwords, & Sample of Student Progress tracking system	Attend Network Meetings	Notify and remind staff of Benchmark Reports, Reporting Periods, & Available Resources (Instructional Materials, etc.)	Monitor Learner usage and provide monthly usage report to Exec Dir, Principal, & Network Mentor	Update & Maintain Learner Accounts	Check school email daily for notifications
Bi-monthly teacher check-in (in person or via email)	Bring campus concerns/ideas to Network meetings	Provide Rosetta Stone updates at every staff meeting	Provide Teacher with Class progress reports in Jan & June prior to Report Cards	Update Class (Group) Access to advanced Language Levels as required	Maintain Mentor binder and Accountability Check Sheet
Address teacher concerns via tech tickets	Monthly Update meeting with principal		Provide Teachers with Progress reports upon request	Reset passwords upon request	Maintain Learner/ Language Spreadsheet
Schedule and facilitate training (tutorials, workshops, etc.)					
Inspire use of Rosetta Stone Program					

Technology Mentor's Roles and Responsibilities

Training & Support	Meetings	Updating Staff	Progress Monitoring	Program/Product Maintenance	Responsibilities
Beginning of the year environment set up / configuration	Attend Network Meetings	Notify and remind staff of MyTechDesk login & process	Monitor program usage and report to principal	Update programs as required	Check school email daily for notifications
Bi-monthly teacher check-in (in person or via email)	Bring campus concerns/ideas to Network meetings	Notify staff of delays / resolution of a trouble ticket submitted	Ensure all staff have access to required technology tools; userids, password, network folders, email (as required), etc	Request additional one on one training as needed from Tech Advisor	Maintain Mentor binder and Accountability Check Sheet
Address teacher concerns via tech tickets	Monthly Update meeting with principal	Provide, as needed, campus 'quick tips' training	Monitor & report trends to Principal & Tech Advisor	Request additional training as needed from outside sources	Assist staff as needed / requested
Schedule and facilitate training (webinars, workshops, etc.) with staff as appropriate	Assist with Staff Development annual training days				Report potential risks of the environment to the Principal & Tech Advisor
Inspire use of MyTechDesk for creating trouble tickets					

Kto8 Mentor's Roles and Responsibilities

Training & Support	Meetings	Updating Staff	Progress Monitoring	Program/Product Maintenance	Responsibilities
Beginning of the year environment set up / configuration	Attend Network Meetings	Notify and remind staff of K to 8 login & process	Ensure required lessons identified by grade level are assigned	Update program as required	Check school email daily for notifications
Bi-monthly teacher check-in (in person or via email)	Bring campus concerns/ideas to Network meetings	Notify and remind staff of MyTechDesk login & process	Encourage staff to monitor student progress and ensure completion of student required lessons	Request additional one on one training as needed from Tech Advisor	Maintain Mentor binder and Accountability Check Sheet
Address teacher concerns via tech tickets	Provide an update meeting with the principal just prior to progress / report card being due	Notify staff of new lessons available	Monitor program usage and report to principal	Request additional training as needed from outside sources	Assist staff as needed / requested
Schedule and facilitate training (webinars, workshops, etc.) with staff as appropriate	Assist with Staff Development annual training days	Notify staff of other lessons available;, Reading, Writing and Math	Ensure all staff have access; userids, password, etc		Report non-compliance to the Principal
Assist with the annual review of grade level lessons		Notify staff of delays / resolution of a trouble ticket submitted	Monitor & report trends to Principal & Tech Advisor		
Inspire use of MyTechDesk for creating trouble tickets		Provide, as needed, campus 'quick tips' training			

BEST Mentor's Roles and Responsibilities

Training & Support	Meetings	Updating Staff	Progress Monitoring	Program/Product Maintenance	Responsibilities
Schedule and facilitate training in order to support teachers in their ability to teach school-wide behavior expectations	Meet with BEST team on a monthly basis (minimum)	Notify/remind staff of BEST lesson plans	Systematically gather discipline data to analyze in order to identify areas in need of support		Maintain Mentor binder and Accountability Check Sheet
Bi-monthly teacher check-in (in person or via email)	Regular Update Meeting with Principal	Give BEST Team updates at every staff meeting			

Mentor Accountability Checklist

Mentor Name _____ Mentor Program _____

Review with Network Lead Mentor

Monthly Staff Meeting Updates

Staff Meeting Month	Date	Principal Initial	Staff Meeting Month	Date	Principal Initial
August			January		
September			February		
October			March		
November			April		
December			May		
			June		

Network Meeting Attendance

Mentor Meeting Month	Date	Lead Mentor Initial	Mentor Meeting Month	Date	Lead Mentor Initial
August			January		
September			February		
October			March		
November			April		
December			May		
			June		

Monthly Update Meetings with Principal

Principal Meeting Month	Date	Principal Initial	Principal Meeting Month	Date	Principal Initial
August			January		
September			February		
October			March		
November			April		
December			May		
			June		

~Continue on the Back~

Monthly Campus Ticket review

Ticket Month	Total Open Ticket 1 st of month	Total Tickets created	Total Tickets assigned	Total Tickets resolved	Total Tickets reassigned to Lead Mentor	Total Open Tickets end of month
August						
September						
October						
November						
December						
January						
February						
March						
April						
May						
June						

Fall Staff Training Description:

Spring Staff Training Description:

Share your successes, tips and tricks:

What challenges need to be addressed at the next Mentor meeting or RT?
