

# New Teacher School and District Resource Record

NAME: \_\_\_\_\_ MENTOR: \_\_\_\_\_

Grade/Subject Area: \_\_\_\_\_ Date: \_\_\_\_\_

Directions: It is important to know the people and resources provided by your school and district. With your mentor or others identify the following information. Highlight relevant names and indicate their contact information.

## SCHOOL RESOURCES

### RESOURCE PERSONNEL

_____ Lead Mentor	_____ Reading Specialist
_____ Bilingual Resource Teacher	_____ School Nurse
_____ Secretary	_____ School Counselor
_____ Speech/Language Resource	_____ Association Representative
_____ Librarian	_____ Paraprofessionals
_____ Special Education Teacher	_____ Custodian
_____ RTI Support	_____ Other

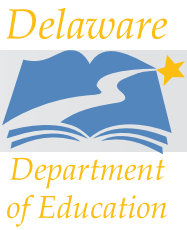
### PROGRAMS

List any before, during, or after school support for your students

_____ Conflict Resolution	_____ Home Help
_____ Health Services	_____ Tutoring Services
_____ After School Programs	_____ Other

### Facilities/Resources

_____ Computer Lab	_____ Title I Resources
_____ Library Resources	_____ Teacher Standards
_____ Student Standards	_____ Curriculum Guides
_____ Supplies/materials	_____ Internet Resources
_____ Procedural Manuals	_____ RTI/ Other



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## PROCEDURES

Who do I contact to get a substitute when I need to be out and what is the process for lesson plans?

Who do I go to learn about setting up a fieldtrip? \_\_\_\_\_

### District

Mentor Coordinator \_\_\_\_\_

Payroll and Benefits \_\_\_\_\_

License/certification \_\_\_\_\_

### State

Education Associate in charge of Mentoring and Induction \_\_\_\_\_

Number for certification office \_\_\_\_\_

Reviewing your list, consider what resource personnel, programs and facilities you will need to access in the next few weeks.

I want to contact	For what purpose	By when