

## Building Advisor Goals and Roles Checklist

**Vision: To develop and maintain a professional relationship that provides ongoing support for a successful teaching career in District 202.**

**Building Advisor Name:** \_\_\_\_\_

**Protégé Name:** \_\_\_\_\_

**Please sign and date when each role was completed.**

**Goal 1: Provide assistance with classroom and instructional management.**

ROLES	BUILDING ADVISOR	NEW TEACHER	DATE
Explain district textbook management			
Discuss district grading procedures and record keeping.			
<i>The following roles are optional, provide only if requested by new, "experienced" teacher.</i>			
Assist in developing effective classroom management procedures.			
Provide assistance in discipline procedures			
Provide assistance with substitute planning			
Model effective lesson planning			
Model effective teaching strategies			
<b>Formal monthly meeting, minimum 30 min. outside of the instructional day</b>			

**Goal 2: Provide content and curriculum support.**

ROLES	BUILDING ADVISOR	NEW TEACHER	DATE
Familiarize new teacher with district-approved curriculum.			
Familiarize new teacher with district assessments.			

**Goal 3: Serve as a link to instructional resources and expert staff.**

ROLES	BUILDING ADVISOR	NEW TEACHER	DATE
Provide assistance with locating resources.			
Serve as a link to or be available as "expert" staff.			

**Goal 4: Provide ongoing support for the induction program.**

ROLES	BUILDING ADVISOR	NEW TEACHER	DATE
Provide help with signing up for classes if needed.			

Support ongoing induction course work if needed.			
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Goal 5: Know building and district procedures and be able to answer questions about them.

ROLES	BUILDING ADVISOR	NEW TEACHER	DATE
Model professional behavior and share district and building expectations for professional behavior.			
Share information regarding district/building processes and procedures.			

Goal 6: Serve as non-judgmental sounding board.

ROLES	BUILDING ADVISOR	NEW TEACHER	DATE
Serve a confidential resource.			

Goal 7: Provide other assistance and sound advice.

ROLES	BUILDING ADVISOR	NEW TEACHER	DATE
Parent contact and contracts, when and how.			
Technology information. (e-mail, attendance, grading)			

Goal 8: Observe the new teacher as a colleague and offer feedback and reflection on teaching practices in a non-evaluative manner.

ROLES	BUILDING ADVISOR	NEW TEACHER	DATE
<i>The following roles are optional, provide only if requested by new, "experienced" teacher.</i>			
Observe and provide feedback.			

**This document will need to be sent to Nancy Ziech, the confidential secretary for Professional Development. Building Advisors will complete applicable portions twice during the 2010/2011 school year. The first due date is December 17, 2010 and the second due date is May 6, 2011.**

**Building Advisors will NOT be paid unless this form is completed and received after each due date.**

7/27/10