CHARLOTTE MECKLENBURG SCHOOLS

BEGINNING TEACHER SUPPORT PROGRAM (BTSP)

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| MENTOR CONTACT RESPONSIBILITIES |

In an effort to provide consistent support to all Charlotte-Mecklenburg Schools’ Beginning Teachers (BTs), each school will be required to designate a person to serve as the Mentor Contact who will be kept up to date on the beginning teacher program, mentor expectations, licensure requirements and accountability. The intent is for this person is to be a member of the administrative team.

Mentor Contact will:

* Attend all BTSP professional development training
* Assist Principal with matching trained mentors to BTs in MyTalent and NCEES
* Ensure that all yearly orientations of North Carolina Teacher Evaluation Process (NCTEP) is logged on Record of Teacher Activity (RTA) yearly
* Ensure BTs completed BTSP Orientation and Teacher Evaluation training and is logged on the BTs MyPD transcript
* Assist mentor and BTs with completing and signing yearly (PDP)
* Confirm all BTs receive a pre- and post- observation conference
* Ensure all BTs receive minimum required observations
* Ensure Teacher Summary Rating Form and RTA are completed
* Conduct training for BTs at school during the July/August New Teacher Induction
* Facilitate regular support monthly meetings for mentors and mentees
* Address specific areas of concern for new teachers
* Ensure mentors and mentees are completing the online collaborative log
* Send all required documents to central office in a timely manner
* Act as the liaison between the mentors, beginning teachers, and central office