CHARLOTTE MECKLENBURG SCHOOLS

BEGINNING TEACHER SUPPORT PROGRAM (BTSP)

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| MENTOR RESPONSIBILITIES |

According to North Carolina Department of Public Instruction (NCDPI), Charlotte-Mecklenburg will support all beginning teachers (BTS) by providing them with a mentor who is currently a teacher with career status. All CMS mentors will complete the required state mentor training prior to being assigned to serve as a mentor. The administrative team at each site will be responsible to ensure a mentor has been trained and is working effectively with his or her mentee.

All Mentors will:

* Provide supporting documents to the school’s mentor contact to show completion of their required mentor training
* Assist the BTs with the development of (PDP) and sign it in NCEES
* Meet with BT regularly to discuss progress and complete the online collaborative log
* Offer support, both academically and emotionally
* Observe, gather data, assist with planning and collaborate on ideas and strategies
* Model lessons and/or team teach
* Help with grading and parent conferences
* Discuss classroom management and organization
* Offer professional development ideas/options
* Arrange visits with veteran teachers
* Make any necessary corrections on RTA for all compliance purposes