

## Beginning Teacher Support Program Checklist

### Lexington City Schools

All teachers in the Beginning Teacher Support Program (BTSP) should refer to the checklist below as a guide to completing the recommended program by the North Carolina Department of Education.

- ✓ Attend ***New Teacher Orientation*** before the start of the school year or ***New Teacher Boot Camp*** for those hired after the school year begins.
- ✓ Meet with mentor prior to the first day of school or the first day of teaching.
- ✓ Complete the Self-Assessment through the Professional Development Plan.
- ✓ Develop Professional Development plan with the aid of your mentor.
- ✓ Obtain both principal and mentor approval of PDP.
- ✓ Complete the NCEES Training and Orientation.
- ✓ Be **observed** by an administrator or designee 3 times annually, (BT1 and BT2-2 of those must occur in 1st semester).
- ✓ Be **observed** by a peer 1 time annually.
- ✓ Be **evaluated** by an administrator annually.
- ✓ Participate in a pre-conference for 1 of 4 observations that is announced (this must occur in the first semester of the school year).
- ✓ Participate in post-observation conferences with all 4 observations.
- ✓ Attend all Beginning Teacher Support Program meetings, (4 for BT1's and 3 for BT2/3's)
- ✓ Attend all Beginning Teacher and Mentor meetings specific to your building.
- ✓ Complete make-up assignment for a missed Beginning Teacher Support Program meeting.
- ✓ Complete on-line training module and submit journal to BTSP Assistant (due by winter BTSP meeting)
- ✓ Complete a mentor and peer observation and complete the form for each, (due by last BTSP meeting).
- ✓ Complete the end of year BT survey.
- ✓ Communicate progress towards continuing license with Director of Human Resources.