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.