Buncombe County Schools

Peer Mentor Checklist - #2

School Year Name of BT

Name of Mentor School

Please check the following as you complete them with your BT:

Second Nine Weeks:

⃞ Meet with BT an average of one time each week.

⃞ Review lesson plans and pacing for adherence to the NC Standard Course

 of Study.

⃞ Review lesson plans for inclusion of multiple learning strategies and for

 evidence of meeting the needs of all diversities.

⃞ Discuss progress in identifying and soliciting services for unique learners

⃞ Encourage BT to use testlets or assessments and to practice end-of-grade or

 end-of-course tests with their students. Review progress on these testlets or

 assessments, disaggregate data, and formulate a plan for remediating any

 weak areas.

⃞ Discuss policies and impact of holidays and scheduling between now and

 winter break.

⃞ Discuss organizational and record keeping procedures.

⃞ Encourage parental contact/organize contact logs.

⃞ Review classroom management and discipline strategies.

⃞ Discuss semester exam schedule and/or testing schedule and procedures.

⃞ Assist BT in interim reports, ending the grading period, and semester records.

⃞ Assist BT with at-risk folder.

⃞ Celebrate accomplishments.

⃞ Other

⃞ Other

Over →

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Notes:

Mentor signature Date

BT signature Date

You may use this form as it appears or you may adjust it to accurately document the support provided to the beginning teacher.