Buncombe County Schools

Peer Mentor Checklist - #4

School Year Name of BT

Name of Mentor School

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

Fourth Nine Weeks:

⃞ Meet with BT an average of one time each week.

⃞ Review progress on completion of the goals from the NC SCOS, and review pacing.

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

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

 assessments, disaggregate data, and formulate a plan for remediating any weak areas.

⃞ Review plans for end of year activities.

⃞ Give suggestions for keeping momentum and interest at the end of the year

 for students and teachers.

⃞ Review progress on the PDP.

⃞ Remind BT about LEA/school’s retention and failure policies.

⃞ Discuss procedures for ending the school year (collecting books, fees, returning

 teaching materials, graduation, etc.).

⃞ Help BT with end of year administrative forms, policies, and procedures.

⃞ Celebrate accomplishments the BT achieved during the year.

⃞ Other

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.