**College of Education**

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**Beginning Teacher Completion Guide**

**Spring 2025 Cohort**

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**Professional Learning**

**Lewis Blessing, Director**

**Jessica Titze, Coordinator**

[**titzej@leonschools.net**](mailto:titzej@leonschools.net)

**Jordan Vickers, Teacher Resource**

[**vickersj1@leonschools.net**](mailto:vickersj1@leonschools.net)

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**Front folder pocket:**

* Individual Action Plan forms
* COE Documentation Checklist /Program Completion Verification
* Florida Educator Accomplished Practices and Evaluation Framework Crosswalk

**Back folder pocket:**

* *Information You Should Know*

**Introduction**

**Welcome to Leon County Schools!**

The COE Beginning Teacher Program is designed for teachers who hold, or are eligible for, a Florida Professional Educator’s Certificate and have less than one year of full-time teaching experience. The purpose of the COE Beginning Teacher Program is to provide mentor support to help the beginning teacher have a successful first year. The main responsibilities of the mentor are to assist the beginning teacher in preparing for formal observations, provide general support, and give constructive feedback.

This completion guide lists the requirements of the COE Program and provides instructions and forms that you will use to document all requirements. A timeline is provided to keep you on track to complete the program **within one school year** as required by the program guidelines.

The COE Program provides district and school-based support leading to optimal teacher performance and student achievement. Each COE beginning teacher will work with a school-based support team to demonstrate mastery of the Florida Educator Accomplished Practices (FEAP). COE beginning teachers will learn through one-on-one mentoring, online course work, District workshops, and on-site training.

**Requirements and Timeline**

|  |  |
| --- | --- |
| **Requirement** | **Timeline** |
| ***Completion Guide*** | Review the COE Beginning Teacher Program Completion Guide with your mentor as soon as possible. |
| ***Information You Should Know***  *(in back folder pocket)* | Review the documents in the *Information You Should Know* packet with your mentor as soon as possible. |
| ***Florida Educator Accomplished Practices*** | Review the *Florida Educator Accomplished Practices*, the observation tool used for mentor observations, with your mentor as soon as possible. |
| ***Florida Standards*** | Review the *Florida Standards* for the grades and/or subjects you are teaching with your mentor as soon as possible. The Standards can be found at **cpalms.org/Public/search/Standard**. |
| ***Proactive Classroom Management and Building Relationships* (OPTIONAL)** | * Although this course is optional, it is *highly recommended* that all beginning teachers take this training. * Instructions for registering through Leon LEADS are on page 9 in the *Beginning Teacher Completion Guide*. * Leon LEADS Course #26954 |
| **Beacon Educator Trainings (OPTIONAL)**  *Professional Practices for Educators*  *Student Advocacy and Legal Issues* | * Although these courses are optional, it is *highly recommended* that all beginning teachers take these trainings. * Register for these courses at **beaconeducator.com**. * Instructions for registering are on page 11 in the *Beginning Teacher Completion Guide*. |
| ***Proactive Classroom Management and Building Relationships, A Deeper Dive* (OPTIONAL)** | * Although this course is optional, it is *highly recommended* that all beginning teachers take this training. * Instructions for registering through Leon LEADS are on page 9 in the *Beginning Teacher Completion Guide*. This course will be completed in Canvas. * Leon LEADS Course #27104. |
| ***Individual Action Plan* (IAP)**  (*in front folder pocket*) | * The beginning teacher, mentor, and an administrator should meet to develop an initial IAP within three weeks of attending the Beginning Teacher Program Orientation * The beginning teacher, mentor, and an administrator should meet at least three more times to review / revise the IAP. |

**Requirements and Timeline Continued**

|  |  |
| --- | --- |
| **First mentor observation** | To be completed prior to the administrator’s first formal  observation. The follow-up must occur within 10 days of the  mentor observation. |
| **Meetings** / **on-site trainings** | Throughout the year, document meetings by making entries on the IAP. |
| **Second mentor observation** | To be completed prior to the administrator’s second formal  observation, and no later than **November 3, 2025**. The follow  up must occur within 10 days of the mentor observation. |
| **COE Documentation Checklist /**  **Program Completion Verification**  (*in front folder pocket*) | All COE program requirements should be completed, and  documentation submitted to Professional Learning and the  Paperwork Submission Portal no later than **November 3,**  **2025**.  **Submission of *origina*l copies of paperwork to Professional**  **Learning is the responsibility of the beginning teacher.**  Paperwork can be dropped off at the Howell Building, Attn:  Jessica Titze and Jordan Vickers or submitted through  interdepartmental mail.  **Submission of *electronic* copies of paperwork is the**  **mentor’s responsibility**. Please submit electronic copies to  the *Paperwork Submission Portal at*  <https://forms.office.com/r/3eX8SU9PdM>  \*The beginning teacher and mentor should retain a copy of all  documents for their records. |

**Program Support**

**School Support Team**

The mentor and the school administrator make up the *School Support Team*. The Principal serves as the program administrator or will appoint an administrator to serve in that role. The support team should meet regularly during the year to assess your beginning teacher’s needs: to monitor progress in meeting program requirements, document mastery of the six Florida Educator Accomplished Practices (FEAP), plan appropriate support activities or interventions as needed, and to develop and update the Individual Action Plan (IAP). The role of each support person is described below.

**Mentor**

The mentor is the primary support for the beginning teacher and provides school-level support for the PEC Program. They assume the following responsibilities to ensure program success:

* Conduct a minimum of two classroom observations using the *Verification of Demonstration of Florida Educator Accomplished Practices* to document mastery of the FEAPs and to prepare your beginning teacher for the administrator’s observations.
* Monitor the beginning teacher’s progress in meeting program requirements including completion of online courses and passing required tests. Use the *Individual Action Plan (IAP)* for this.
* Review beginning teacher’s program documentation using the Documentation Checklist.
* Approve documentation and verify program completion.
* Design and coordinate on-site training sessions based on your beginning teacher’s needs and program requirements.
* Answer questions and offer guidance on issues related to academic content, classroom management, school culture/expectations, and continuous improvement.
* Submit the completed *Support Team Agreement* to Professional Learning as soon as possible, along with an electronic copy to the *Paperwork Submission Portal*.
* Submit a completed *Mentor Log* to Professional Learning, along with an electronic copy to the *Paperwork Submission Portal*. This form authorizes the payment of the mentor supplement.
* Submit all program documentation to Professional Learning and the *Beginning Teacher Program Paperwork Submission Portal.*
* Review the Statement of Eligibility with the PEC beginning teacher and administrator to determine next steps upon completion of the PEC Beginning Teacher Program

**Program Support Continued**

**Administrator**

The Administrator’s primary role is to evaluate the beginning teacher’s mastery of the FEAP through classroom observations.

The Administrator also provides feedback to the beginning teacher and meets with the mentor to discuss program progress, update the IAP, and plan interventions when needed.

**District Support**

Members of the LCS Professional Learning department provide district-level support for the PEC Program. They assume the following responsibilities to ensure program success:

* Oversee participant enrollment.
* Provide training and support for beginning teachers and their mentors.
* Coordinate and monitor program implementation at the district and school levels.
* Provide verification of program completion to the Florida Department of Education.
* Maintain all completed PEC program documentation.

To request district-level support for beginning teachers or mentors, provided by Jessica Titze and Jordan Vickers, please complete the survey by scanning the QR code below.

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**Individual Action Plan Instructions**

The Individual Action Plan (IAP) will help you plan for a successful first year and monitor your progress in completing the PEC Program requirements. Meet with your mentor and administrator to develop the initial Individual Action Plan (IAP #1) within the first three weeks of attending a *Beginning Teacher Program Orientation*.

Your school support team will use your IAP to monitor your progress in the following areas:

* classroom teaching performance, and
* completing optional trainings.

The IAP will be used to note strengths and areas of concern. As needed, training and support will be planned by your support team and coordinated and monitored by your mentor. **You, your mentor, and your administrator should be fully involved in developing and modifying your IAP.** There should be at least four entries on the IAP, (initial, before/after first mentor observation, before/after second mentor observation, and end of the year)

* Entry 1: Initial Planning Sessions (IAP #1)
* Entry 2: First Mentor Observation (Planning and Follow-up) (IAP #2)
* Entry 3: Second Mentor Observation (Planning and Follow-up (IAP #3)
* Entry 4: Final Review Session (IAP#4)

**You, your mentor, and your administrator must sign each page of the IAP.**

***Please note: The Deliberate Practice Plan cannot be used in place of the Individual Action Plan***

**Documentation Submission**

When you have completed all program requirements, use the *COE Documentation Checklist / Program Completion Verification* to organize the program documentation. You, the mentor, and the administrator must sign the verification form.

On or before **November 3, 2025,** please submit all documentation. Documentation will be submitted two ways, electronically and original copies. Your mentor will submit all documents electronically and you will send the signed PEC Documentation Checklist / Program Completion Verification, supporting documentation, and the PEC mentor log to:

Jessica Titze and Jordan Vickers

Professional Learning

Howell Building

**Classroom Observations**

The *Florida Educator Accomplished Practices* (FEAP) provide the foundation for the District’s instructional personnel appraisal system. In order to successfully complete the beginning teacher program requirements, you must demonstrate mastery of the FEAP. Your mentor will use the FEAP as a tool to support you in demonstrating mastery. Your principal will use the *Leon LEADS* evaluation system as a data collection tool when performing classroom walk-throughs, informal observations, and formal observations.

Your mentor will work with you to help you understand the FEAP, perform peer observations, and provide feedback and support to ensure that you have a successful experience when the principal observes and evaluates your teaching performance.

**Documentation**

One copy of the *Verification of Demonstration of Florida Educator Accomplished Practices* form. Your mentor has this form.

**A crosswalk from the FEAP to Leon LEADS evaluation system can be found in the *Information You Should Know* packet and should be reviewed with your mentor.**

**Instructions for Registering for Optional LCS Courses in Leon LEADS**

You may register for ***Proactive Classroom Management and Building Relationships*** and ***Proactive Classroom Management, A Deeper Dive*** in Leon LEADS.

You must also take the online Beacon Educator ***Professional Practices for Educators*** and ***Student Advocacy and Legal Issues*** courses. Registration for these courses is through beaconeducator.com (see page 11).

To access Leon LEADS--- **Step 1:** Go to the Leon County Schools website.

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**Step 2:** Select ClassLink

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**Step 3:** Select ‘Log in with Username & Password’



**Step 4:** Select the **Leon LEADS / Prof Develop** tile.

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**Step 5:** Select **My PD**

**Step 6:** Search for the course number or course title.

**Step 7: Register** for the section you want to attend.

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Additional sections may be available. Click **View all Sections** to see more course options.

Graphical user interface, application

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**Step 9:** View confirmation.

**A screen shot of a classroom management

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**Instructions for Registering for Optional Beacon Educator Courses**

Go to **www.beaconeducator.com**

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* If you don’t already have a Beacon Educator account, click the ***Log In*** link in the top, right corner of the page. Next, click on ***Create your Beacon Account.***
* If you’re setting up a new account, please use your @leonschools.net email address. You may use whatever password you prefer.
* If you’re setting up a new account, some information is optional. Don’t worry if you don’t know some or all of the optional information, like certificate renewal year or certificate number.
* If you have an account, click the ***Log In*** link in the top, right corner of the page.
* Table

  Description automatically generatedClick the ***Offerings*** tab.
* A picture containing graphical user interface

  Description automatically generatedLocate the course, and click on ***Registration Information*** for the date you want to take the course.
* Click the ***Request Now*** button for the section you wish to enroll.
* You have now requested registration to the course.

Your request for registration will be sent to Jessica Titze for approval. You must request registration **at least FIVE business days** prior to the beginning of the course in order to register for the course.

You may register for ***Professional Practices for Educators*** and/or ***Student Advocacy and Legal Issues***.