**College of Education**

****

**Mentor Guide**

**Spring 2025 Cohort**



**Professional Learning**

**Lewis Blessing, Director**

**Jessica Titze, Coordinator**

**titzej@leonschools.net**

**Jordan Vickers, Teacher Resource**

**vickersj1@leonschools.net**

**TABLE OF CONTENTS**

Introduction 2

Requirements and Timeline 3

Program Support 5

Forms 7

Individual Action Plan instructions 8

Documentation Submission 8

Instructions for Registering Required Beacon Educator Course 9

**Front folder pocket:**

* Support Team Agreement
* Verification of Demonstration of Florida Educator Accomplished Practices
* Florida Educator Accomplished Practices to Leon LEADS Crosswalk
* COE Mentor Log

**Back folder pocket:**

* *Information You Should Know*
* Copies of forms in beginning teacher completion guide
* Individual Action Plan forms
* COE Documentation Checklist / Program Completion Verification

**Introduction**

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 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.

This mentor guide lists the requirements of the COE Program and provides instructions and forms that you will use to help your beginning teacher document all requirements. Use the COE Documentation Checklist / Program Completion Verification and the COE Mentor Log to help your beginning teacher stay on track to complete program requirements on time. A timeline is provided to keep your beginning teacher on track to complete the program **within one school year**, as required by the program guidelines.

The COE Documentation Checklist / Program Completion Verification, all necessary documentation, and your COE Mentor Log are due to Jessica Titze in Professional Learning no later than **November 3, 2025**. **Original copies of the documentation (paper copies) and electronic copies must be submitted.** Electronic copies will be submitted through the *Beginning Teacher Program Paperwork Submission Portal*. Please note, some documents will need to be submitted at the program’s checkpoint, **May 27, 2025,** whereas other documents will need to be submitted prior to the program completion date of **November 3, 2025.**

Upon receipt of the COE Documentation Checklist/Program Completion Verification, all necessary documentation, your COE Mentor Log, and confirmation of program completion, a mentor supplement of $1342 will be provided for your mentorship. *Please note, it may take up to two months for your supplement to be processed. Supplements are not processed in the summer.*

**\*Please refer to the initial enrollment email to confirm the completion date for your mentee.**

***Beginning Teacher Program Paperwork Submission Portal:***[**https://forms.office.com/r/3eX8SU9PdM**](https://forms.office.com/r/3eX8SU9PdM)

**Requirements and Timeline**

|  |  |
| --- | --- |
| **Requirement** | **Timeline** |
| ***Completion Guide*** | Review the COE Beginning Teacher Program Completion Guide with your beginning teacher as soon as possible. |
| ***Information You Should Know****(in back folder pocket)* | Review the documents in the *Information You Should Know* packet with your beginning teacher as soon as possible. |
| ***Florida Educator Accomplished Practices*** | Review the *Florida Educator Accomplished Practices*, the observation tool used for mentor observations. |
| ***Florida Standards*** | Review the *Florida Standards* for the grades and/or subjects your beginning teacher is teaching with your beginning teacher as soon as possible. The Standards can be found at **cpalms.org/Public/search/Standard**. |
| ***Proactive Classroom Management for Beginning Teachers* (OPTIONAL)** | * Although this course is optional, it is highly recommended that all beginning teachers take this training.
* Leon LEADS Course #26954
* Instructions for registering are on page 9 in the *Beginning Teacher Completion Guide*.
 |
| **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 9 in the *Mentor Guide.*
 |
| ***Proactive Classroom Management, A Deeper Dive* (OPTIONAL)** | * Although this course is optional, it is *highly recommended* that all beginning teachers take this training.
* Leon LEADS Course #27104
* Instructions for registering are on page 9 in the *Beginning Teacher Completion Guide*.
 |
| ***Individual Action Plan* (IAP)**(*in back folder pocket*) | * The beginning teacher, mentor, and an administrator should meet to develop an Initial IAP within three weeks of the beginning teacher being hired.
* The beginning teacher, mentor, and an administrator should meet at least three more times to review / revise the IAP.
 |
| **First mentor observation***(observation form in front folder pocket)* | To be completed prior to the administrator’s first formalobservation, and no later than **May 27, 2025.** Thefollow up must occur within 10 days of the mentorobservation.  |
| **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 formalobservation, and no later than **November 3, 2025.** Thefollow up must occur within 10 days of the mentorobservation. |
| COE Documentation Checklist / Program Completion Verification(*in back folder pocket*) | All COE program requirements should be completed, anddocumentation submitted to Professional Learning and thePaperwork Submission Portal no later than **November 3,****2025.** Submission of *original* copies of paperwork to ProfessionalLearning is the responsibility of the beginning teacher.Paperwork can be dropped off at the Howell Building, Attn:Jessica Titze, or submitted through interdepartmental mail.Submission of *electronic* copies of paperwork is the mentor’sresponsibility. Please submit electronic copies to the*Paperwork Submission Portal at*[**https://forms.office.com/r/3eX8SU9PdM**](https://forms.office.com/r/3eX8SU9PdM)\*The beginning teacher and mentor should retain a copy ofall 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**

***As the Mentor, you carry the majority of the responsibilities for training and guiding your beginning teacher***. The following duties are assigned to you:

* 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.*

**Please note:** ***If you are not experienced in your beginning teacher’s grade level and/or subject area, it is especially important that you coordinate support activities with someone who can meet your beginning teacher’s grade-level and/or subject-area needs.***

Upon receipt of the original **and** electronic copies of the PEC Documentation Checklist/Program Completion Verification, all necessary documentation, your PEC Mentor Log, and confirmation of program completion, you will receive a supplement for providing the required mentoring and related services. See *PEC Mentor Log*.

***Beginning Teacher Program Paperwork Submission Portal:***<https://forms.office.com/r/3eX8SU9PdM>

**Program Support**

**Administrator**

The Administrator’s primary role is to evaluate the beginning teacher’s mastery of the FEAPs 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 COE 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.
* Maintain all completed COE 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.



**Forms**

**School Support Team Agreement** *(in front folder pocket)*

The *Support Team Agreement* is one of two documents that authorize payment of the mentor’s compensation. Send the signed agreement form to Jessica Titze in Professional Learning as soon as possible, as well as submit an electronic copy to the *Paperwork Submission Portal* no later than **February 28, 2025.**

**COE Mentor Log** (*in front folder pocket*)

Use this log to guide you in planning a timeline for providing the required services to your beginning teacher. Submit your completed log to Jessica Titze in Professional Learning as well as submit an electronic copy to the *Paperwork Submission Portal* no later than **November 3, 2025.** This form is required for payment of the mentor’s compensation.

**Individual Action Plan (IAP)** *(in back folder pocket)*

Use these forms to plan, monitor, and document the beginning teacher’s progress toward successful demonstration of the six Florida Educator Accomplished Practices (FEAP) and toward program completion. It is especially useful when conducting a pre-observation conference. The beginning teacher also has a copy of this form. The IAP should be completed jointly by you, your beginning teacher, and an administrator. Submit your completed IAP to Jessica Titze in Professional Learning, as well as submit an electronic copy to the *Paperwork Submission Portal*. IAP #1 and #2 should be submitted electronically no later than **May 27, 2025**, and IAP #3 and #4 no later than **November 3, 2025.**

**Verification of Demonstration of Florida Educator Accomplished Practices** *(in front folder pocket)*

Use this form to document your beginning teacher’s demonstration of the FEAPs. Although a beginning teacher does not have to demonstrate all elements of an accomplished practice, she/he must demonstrate a majority of the elements for the mentor to attest that the beginning teacher has demonstrated mastery of the accomplished practice. A minimum of two observations is required; however, each beginning teacher’s needs are different, and you may need to conduct more than two observations. You may document your observations on the form using whatever notation method works for you and your beginning teacher, so long as it is clear that at least two observations were completed. The District will pay for a substitute for ONE day for a mentor and ONE day for a mentee for the purposes of observing and lesson modeling. Submit your completed observation form to Jessica Titze in Professional Learning, as well as submit an electronic copy to the *Paperwork Submission Portal.* The first observation form should be submitted electronically no later than no later than **May 27, 2025,** and the second observation form no later than **November 3, 2025.**

**COE Documentation Checklist / Program Completion Verification** *(in back folder pocket)*

Use this form to review and approve your beginning teacher’s documentation. This form requires your signature and your administrator’s signature to verify demonstration of the College of Education Program and completion of COE program requirements. Submit your completed COE Documentation Checklist/Program Completion Verification to Jessica Titze in Professional Learning and electronically to the *Paperwork Submission Portal* no later than **November 3, 2025.**

***Beginning Teacher Program Paperwork Submission Portal:***<https://forms.office.com/r/3eX8SU9PdM>

**If you have questions, please contact:**

**Jessica Titze, Coordinator**

**titzej@leonschools.net**

**Individual Action Plan Instructions**

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

The school support team should use the IAP to monitor the beginning teacher’s classroom teaching performance.

The IAP will be used to note strengths and areas of concern. As needed, training and support should be planned by the support team and coordinated and monitored by the mentor. **You, your beginning teacher, and your administrator should be fully involved in developing and modifying the 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)

**You, your beginning teacher, 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 your beginning teacher has completed all program requirements, use the *COE* *Documentation Checklist / Program Completion Verification* to organize the program documentation. You, the beginning teacher, and the administrator must sign the verification form.

On or before **November 3, 2025**, submit all documentation electronically and send the signed COE Documentation Checklist / Program Completion Verification, supporting documentation, and your COE mentor log to:

Jessica Titze

Professional Learning

Howell Center

***Beginning Teacher Program Paperwork Submission Portal:***<https://forms.office.com/r/3eX8SU9PdM>

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

Go to **www.beaconeducator.com**



* 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.
* Click the ***Offerings*** tab.
* Locate 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***.