**Professional Education Competence**

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**Mentor Guide**

**Fall 2024 Cohort**



**Professional Learning**

**Lewis Blessing, Director**

**Jessica Titze, Coordinator**

**titzej@leonschools.net**

**Jordan Vickers, Teacher Resource**

**seymourj@leonschools.net**

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**Front folder pocket:**

* Support Team Agreement
* Verification of Demonstration of Florida Educator Accomplished Practices
* Florida Educator Accomplished Practices and Evaluation Framework Crosswalk
* PEC Mentor Log

**Back folder pocket:**

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

**Introduction**

The PEC Beginning Teacher Program is designed for teachers who are **required** by the Florida Department of Education to complete a Professional Education Competence (PEC) program in order to be eligible for a five-year Florida Professional Educator’s Certificate. **The PEC program satisfies only one requirement of the Statement of Eligibility.**

The PEC Program provides district and school-based support leading to optimal teacher performance and student achievement. Each PEC beginning teacher will work with a school-based support team to demonstrate mastery of the Florida Educator Accomplished Practices (FEAP). PEC 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 PEC Program and provides instructions and forms that you will use to help your beginning teacher document all requirements. Use the PEC Documentation Checklist / Program Completion Verification and the PEC 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 PEC Documentation Checklist / Program Completion Verification, all necessary documentation, and your PEC Mentor Log are due to Jessica Titze in Professional Learning no later than **\*April 11, 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 program checkpoints, **December 20, 2024,** whereas other documents will need to be submitted prior to the program completion date of **April 11, 2025.**

Upon receipt of the PEC Documentation Checklist/Program Completion Verification, all necessary documentation, your PEC 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 *PEC 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**. |
| ***Statement of Eligibility*** | Review the *Statement of Eligibility* *(SOE)* with your beginning teacher. This document is the beginning teacher’s pathway towards Professional certification. Each SOE is unique to the individual. Items listed, including the PEC Beginning Teacher Program, must be completed to upgrade to a Professional Certificate. |
| ***Proactive Classroom Management and Building Relationships***  | * Your beginning teacher should register for and attend one of the sessions offered by **October 1st**.
* Leon LEADS Course #26954
 |
| **Required Beacon Educator Trainings***Professional Practices for Educators**Student Advocacy and Legal Issues* | * Register for these courses at **beaconeducator.com**.
* Instructions for registering are on page 9 in the *Mentor Guide*.
* *Professional Practices for Educators*- To be completed no later than **November 1, 2024**
* *Student Advocacy and Legal Issues*- To be completed no later than **April 4, 2025**
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**Requirements and Timeline Continued**

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| ***Proactive Classroom Management, A Deeper Dive*** | * Your beginning teacher should register for and complete this Canvas course by **February 3, 2025.**
* Registration on Leon LEADS. Course information will be released soon.
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| ***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. The follow-up must occur within 10 days of thementor observation. |
| ***Meetings / on-site trainings*** | Throughout the year, document meetings by making entrieson the IAP. |
| ***Second mentor observation*** | To be completed prior to the administrator’s second formalobservation, and no later than **April 4, 2025**. The follow-upmust occur within 10 days of the mentor observation. |
| ***General Knowledge Test******(Study guides are provided for teachers who have not passed the GK test.)*** | If identified on the beginning teacher’s Statement ofEligibility, the beginning teacher should pass all sections ofthis test as early as possible. However, it is not required tocomplete the PEC Beginning Teacher Program. |
| ***PEC Documentation Checklist /*** ***Program Completion Verification******(in back folder pocket)*** | All PEC program requirements should be completed, anddocumentation submitted to Professional Learning and thePaperwork Submission Portal no later than **April 11, 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.*
* Review the Statement of Eligibility with the PEC beginning teacher and administrator to determine next steps upon completion of the PEC Beginning Teacher Program

**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**](https://forms.office.com/r/3eX8SU9PdM)

**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, please complete the survey by scanning the QR code below.

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**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 **October 1, 2024**.

**PEC 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 **April 11, 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 **December 20, 2024**, and IAP #3 and #4 no later than **April 11, 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 **December 20, 2024**, and the second observation form no later than **April 11, 2025**.

**PEC 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 Professional Education Competence and completion of PEC program requirements. Submit your completed PEC Documentation Checklist/Program Completion Verification to Jessica Titze in Professional Learning and electronically to the *Paperwork Submission Portal* no later than **April 11, 2025**.

***Beginning Teacher Program Paperwork Submission Portal:***[**https://forms.office.com/r/3eX8SU9PdM**](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 PEC Program requirements. Meet with your beginning teacher and administrator to develop the *Initial Planning Session* (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 progress in the following areas:

* passing required exams,
* classroom teaching performance, and
* completing required training.

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 *PEC 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 **April 11, 2025**, please submit all documentation electronically and send the signed PEC Documentation Checklist / Program Completion Verification, supporting documentation, and your PEC mentor log to:

Jessica Titze

Professional Learning

Howell Building

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

**Instructions for Registering for Required 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 ***Student Advocacy and Legal Issues***.