In addition to the required **original and electronic documentation submission**, the role of the mentor is to provide general support and guidance to promote the beginning teacher’s professional growth and success throughout the year.

|  |  |
| --- | --- |
| **Required Mentoring Services for PEC Beginning Teachers** | Date |
| 1. Welcomed beginning teacher and provided opportunities for beginning teacher to tour the school, meet colleagues, etc.
 |  |
| 1. Returned completed **Support Team Agreement** to Professional Learning (Jessica Titze) and submitted an electronic copy no later than **May 27, 2025**.
 |  |
| 1. Met with beginning teacher to review the requirements of the PEC Program, the *Information You Should Know* packet, *Florida Educator Accomplished Practices*, the appropriate Florida Standards, and their Statement of Eligibility.
 |  |
| 1. Reviewed Self Evaluation in Leon LEADS, and discussed *Deliberate Practice Plan* (DPP)and *Student Learning Objectives* (SLOs) with beginning teacher.
 |  |
| 1. Met with beginning teacher and administrator to develop **initial planning entry on IAP (IAP #1).** Submitted an electronic copy of the initial planning entry no later than **May 27, 2025**.
 |  |
| 1. Completed Clinical Educator Training *(if not previously completed), which is required to receive the mentor supplement.*
 |  |
| 1. Discussed and encouraged beginning teacher to plan to schedule the General Knowledge test as soon as possible (If listed as a requirement on beginning teacher’s SOE). *Please note, passing the General Knowledge test is not a requirement of the PEC Beginning Teacher Program.*
 |  |
| 1. Met with beginning teacher and administrator to prepare for **first** mentor observation; gave suggestions for preparing for observation; updated **IAP #2** ***(prior to the administrator’s first formal observation which is required to be completed within the first 45 days of the beginning teacher’s date of hire).***
 |  |
| 1. Conducted **first** classroom observation before administrator’s first formal observation.
 |  |
| 1. Met with beginning teacher and administrator to discuss **first** mentor observation results and updated **IAP #2** (within 10 days following first mentor observation).
 |  |
| 1. Submitted an electronic copy of the FEAP **observation form** no later than **May 27, 2025.**
 |  |
| 1. Submitted an electronic copy of the first observation **IAP #2** no later than **May 27, 2025.**
 |  |
| 1. Met with beginning teacher and administrator to prepare for **second** mentor observation; gave suggestions for preparing for observation; updated **IAP #3**. ***(prior to the administrator’s second formal observation).***
 |  |
| 1. Conducted **second** mentor observation before administrator’s second formal observation.
 |  |
| 1. Met with beginning teacher and administrator to discuss mentor observation results and update **IAP #3** (within 10 days following second mentor observation).
 |  |
| 1. Submitted an electronic copy of the second observation **IAP #3** no later than **November 3, 2025.**
 |  |
| 1. Verified that the beginning teacher has demonstrated mastery of the **majority** of FEAPs within *each* section.

*(If the majority of FEAPs are not checked off within each section, additional mentor observations will need to be scheduled. Provide additional support sessions, professional development, etc., if needed).* |  |
| 1. Submitted an electronic copy of the FEAP **observation form** no later than **November 3, 2025**.
 |  |
| 1. Reviewed beginning teacher’s program documentation (using PEC Documentation Checklist) and **made final entry on IAP #4.** Submitted electronic copy of final entry on **IAP #4** no later than **November 3, 2025**.
 |  |
| 1. Met with the administrator and beginning teacher to review Statement of Eligibility and discussed a plan for the beginning teacher to complete the requirements of the Statement of Eligibility to upgrade to a five-year Professional Certificate.
 |  |
| 1. Obtained principal’s signature on the ***PEC Program Checklist / Verification Form****.*
 |  |
| 1. Met with beginning teacher to organize and prepare program documentation.

*(Ensure that the first and last name of the beginning teacher is included on the documents, the majority of FEAPs have been met, all documents have been signed by requested persons, etc.)* Please use the PEC Documentation Checklist to organize and prepare program documentation. |  |
| 1. Made copies of the original program documentation for the mentor and beginning teacher’s records.
 |  |
| 1. Assisted beginning teacher in preparing and mailing original program documentation through the interdepartmental mail to:

Professional LearningAttn: Jessica Titze |  |
| 1. Submitted all program documentation, including the **PEC Mentor Log** to the *Beginning Teacher Paperwork Submission Portal* no later than **November 3, 2025.**
 |  |

**Mentor’s signature and Beginning Teacher’s signature are required.**

*I have provided the above mentoring services and general support throughout the year to help the Beginning Teacher have a successful first year. In order to be paid in a timely manner, mentor logs must be submitted no later than* ***April 11, 2025****.*

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  *Date:* **\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

*Mentor’s Signature*

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ *helped me prepare for formal observations and provided general support throughout the year.***

*Mentor’s Name (please print)*

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  *Date:* **\_\_\_\_\_\_\_\_\_\_\_\_\_**

*Beginning Teacher’s Signature*

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

*Beginning Teacher’s Name (please print)*