**Please provide copies to:**

c Beginning Teacher

c Mentor

c Principal

c Assistant Principal

c Jessica Titze, Office of

 Professional Learning

**Beginning Teacher: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** **Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**PID#:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ School/Site: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Subject/Assignment: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date of Hire: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 45 Days From Date of Hire: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

A team of two members, **selected by the school principal**, is necessary to provide the support required by the district’s Beginning Teacher Programs. The following persons have agreed to serve on this teacher’s Support Team.

***Building-Level Administrator***

Name**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**Position/Title:**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**\_\_\_\_\_\_\_

Certification Area(s): **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***Mentor***

Name: **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** Grade/Subject area: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Certification Area(s): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***Mentor Selection Criteria:***

Demonstrated leadership skills

Completion of Clinical Educator Training

Completion of three or more years of teaching

Documented excellence in classroom teaching

Demonstrated a growth mindset

Demonstrated planning, organizational, and time management skills

Willingness to participate in professional development

***This two-sided form is to be completed by the mentor and reviewed with an administrator and the beginning teacher. Signatures by the building-level administrator and mentor are required. Please submit this form as soon as possible to Professional Learning.***

**Return this completed form to:**

Jessica Titze

Professional Learning

Howell Center

***School Support Team:***

The building-level administrator, the beginning teacher, and the mentor make up the School Support Team. The support team should meet regularly during the year to assess the beginning teacher’s needs: to monitor progress in meeting program requirements, document mastery of the six *Florida Educator Accomplished Practices (FEAPs)*, plan appropriate support activities for interventions as needed, and to develop and update the *Individual Action Plan (IAP)*. The role of each support person is described below.

***Beginning Teacher Responsibilities:***

* Complete program requirements prior to the program completion date. (Please refer to the program enrollment email for your completion date)
* Monitor progress in meeting program requirements including completion of online courses and passing required tests.

***Mentor Responsibilities:***

* 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.
* Coordinate IAP meetings with the *School Support Team*, that includes the beginning teacher, an administrator, and the mentor
* 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.
* Submit a completed Mentor Log to Professional Learning. This form authorizes the payment of the mentor supplement.
* Submit all program documentation to Professional Learning. Electronic copies and originals are required.
* Review Statement of Eligibility with PEC beginning teacher with administrator to determine next steps upon completion of the PEC Beginning Teacher Program

As the Mentor, you carry the majority of the responsibilities for training and guiding your beginning teacher.

***Building-Level Administrator’s Responsibilities:***

* Evaluate the beginning teacher’s mastery of the FEAPs through Leon LEADS classroom observations.
* Provides feedback to the beginning teacher and meets with mentor to discuss program progress, update the *Individual Action Plan (IAP)*, and plan interventions when needed.
* Assign mentor and review roles and responsibilities
* Review Statement of Eligibility with PEC beginning teacher with the mentor 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**.

**Principal/AP Signature** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_

**Mentor Signature**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_

***This two-sided form is to be completed by the mentor and reviewed with an administrator and the beginning teacher. Signatures by the building-level administrator and mentor are required. Please submit this form as soon as possible to Professional Learning.***

**Return this completed form to:**

Jessica Titze

Professional Learning

Howell Center