**Individual Action Plan (IAP)**

The Individual Action Plan (IAP) will help plan for a successful first year and monitor the beginning teacher’s progress in completing the VOC Program requirements. The ***School Support Team****,* which consists of the beginning teacher, mentor, and an administrator, will meet to develop each page of the Individual Action Plan. The initial Individual Action Plan (IAP #1) will be completed within the first three weeks of the beginning teacher being enrolled in the program and after meeting with their mentor. In addition to the IAP #1, the *beginning teacher, mentor, and an administrator* will meet three additional times to monitor the beginning teacher’s progress, and will document these meetings using IAP #2, IAP #3, and IAP #4. Please be sure to schedule meeting times where all three stakeholders can attend.

The IAP will be used to note strengths and areas of concern. As needed, training and support will be planned by the school support team and coordinated and monitored by the mentor. **The beginning teacher, the mentor, and an 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)

* 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)

**The beginning teacher, mentor, and an administrator must sign each page of the IAP.**

**School Support Team**

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Your colleagues and district support, including professional learning opportunities, are available to ensure you are successful this year and beyond.

**INDIVIDUAL ACTION PLAN**

 **(IAP #1)**

Beginning Teacher\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**(Please Print First and Last Name)**

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| **Initial Planning Session***(Complete with the mentor and administrator within three weeks of the Beginning Teacher Program Orientation.)***Date: \_\_\_\_\_\_\_\_\_\_\_\_\_**[ ]  **Meet with your mentor to plan for the school year. Read and review the *PEC Completion Guide*, *Information You Should Know* packet, *Florida Educator Accomplished Practices,* the Florida Standards for the grade and/or subjects you are teaching, and your Statement of Eligibility.**[ ]  **Date scheduled for first mentor observation. Date: \_\_\_\_\_\_\_\_\_\_\_\_\_**[ ]  **Date scheduled for first formal observation with administrator. Date: \_\_\_\_\_\_\_\_\_\_\_\_\_**[ ]  **Discuss your perceived strengths and areas of concern and how you will get the support and training that you need.****Perceived Strengths:****Perceived Areas of Concern:****How will concerns be addressed? List specific meetings/workshops/training sessions planned** *(for example: Preparation for classroom observation, one-on-one training with mentor or team member, observing other classrooms, demonstration lesson by mentor or other teacher, district or site-based workshop/PLC.)***Required training currently enrolled in or completed:** **\_\_\_\_\_ Proactive Classroom Management and Building Relationships (**Register in LEADS, Completed In-person)**\_\_\_\_\_ Your First Year in CTE: 10 More Things to Know Expert Session** (See Online Seminar Document)**\_\_\_\_\_ From Company to Classroom: Engaging STEM Professional Talent** (See Online Seminar Document)**\_\_\_\_\_ Using Action Based Research Webinar — Michael T. Holik, Ed.D.** (See Online Seminar Document) |

**Signatures:** Vocational Participant \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Mentor \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Administrator \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**INDIVIDUAL ACTION PLAN**

**(IAP #2)**

Beginning Teacher\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**(Please Print First and Last Name)**

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| **First Mentor Observation (Planning and Follow-up)***(Complete mentor observation prior to the administrator’s first formal observation. Follow-up must occur within 10 days of mentor observation.)***Date: \_\_\_\_\_\_\_\_\_****Mentor observation scheduled/completed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (dates)****Administrator’s formal observation scheduled/completed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (dates)****Meet with your mentor to discuss areas of concern and what she/he will be looking for in your first observation. Discuss which FEAPs you should be demonstrating, and how you can demonstrate mastery of those FEAPs.*****Which FEAPS will be demonstrated in this lesson?******How will you demonstrate mastery of those FEAPs?*****How will areas of concern be addressed? List meetings/workshops/training sessions planned** *(for example: one-on-one training with mentor or team member, observing other classrooms, demonstration lesson by mentor or other teacher, district or site based workshop/PLC.)***Required training currently enrolled in or completed:** **\_\_\_\_\_ Proactive Classroom Management and Building Relationships (**Register in LEADS, Completed In-person)**\_\_\_\_\_ Your First Year in CTE: 10 More Things to Know Expert Session** (See Online Seminar Document)**\_\_\_\_\_ From Company to Classroom: Engaging STEM Professional Talent** (See Online Seminar Document)**\_\_\_\_\_ Using Action Based Research Webinar — Michael T. Holik, Ed.D.** (See Online Seminar Document) |

**Signatures:** Vocational Participant \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Mentor \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Administrator \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**INDIVIDUAL ACTION PLAN**

**(IAP #3)**

Beginning Teacher\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**(Please Print First and Last Name)**

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| **Second Mentor Observation (Planning and Follow-up)***(Complete mentor observation prior to the administrator’s second formal observation. Follow-up must occur within* *10 days of mentor observation.)***Date: \_\_\_\_\_\_\_\_\_****How is the year going?****Mentor observation scheduled/completed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (dates)****Administrator’s formal observation scheduled/completed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (dates)****Meet with your mentor to discuss your areas of concern on your first observation, and what she/he will be looking for in this observation. Discuss which FEAPs you should be demonstrating, and how you can demonstrate mastery of those FEAPs.*****Which FEAPS will be demonstrated in this lesson?******How will you demonstrate mastery of those FEAPs?*****How will areas of concern be addressed? List meetings/workshops/training sessions planned** *(for example: one-on-one training with mentor or team member, observing other classrooms, demonstration lesson by mentor or other teacher, district or site based workshop/PLC.)***Required training currently enrolled in or completed:** **\_\_\_\_\_ Proactive Classroom Management and Building Relationships (**Register in LEADS, Completed In-person)**\_\_\_\_\_ Your First Year in CTE: 10 More Things to Know Expert Session** (See Online Seminar Document)**\_\_\_\_\_ From Company to Classroom: Engaging STEM Professional Talent** (See Online Seminar Document)**\_\_\_\_\_ Using Action Based Research Webinar — Michael T. Holik, Ed.D.** (See Online Seminar Document) |

**Signatures:** Vocational Participant \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Mentor \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Administrator \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**INDIVIDUAL ACTION PLAN**

**(IAP #4)**

Beginning Teacher\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**(Please Print First and Last Name)**

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| **Final Review Session***(Complete no later than one week before program due date.)***Date: \_\_\_\_\_\_\_\_\_****How did your first year of teaching go?****What are your strengths?****What are your areas of concern?****Mentor’s and Administrator’s recommendations for addressing these concerns:****Have you completed all required training?** **\_\_\_\_\_ Proactive Classroom Management and Building Relationships (**Register in LEADS, Completed In-person)**\_\_\_\_\_ Your First Year in CTE: 10 More Things to Know Expert Session** (See Online Seminar Document)**\_\_\_\_\_ From Company to Classroom: Engaging STEM Professional Talent** (See Online Seminar Document)**\_\_\_\_\_ Using Action Based Research Webinar — Michael T. Holik, Ed.D.** (See Online Seminar Document) |

**Signatures:** Vocational Participant \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Mentor \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Administrator \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_