**Vocational Beginning Teacher Program**

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**Mentor Guide**

**Fall 2024 Cohort**



**Professional Learning**

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**Front folder pocket:**

* Support Team Agreement
* Verification of Demonstration of Florida Educator Accomplished Practices
* Vocational Mentor Log

**Back folder pocket:**

* *Information You Should Know*
* Copies of forms in beginning teacher completion guide
* Individual Action Plan forms
* Online Seminars Attestation Statement
* Vocational Documentation Checklist / Program Completion Verification

**Introduction**

The Vocational Beginning Teacher Program is designed for teachers who have a vocational teaching certificate and less than one year of vocational teaching experience.

The Vocational Program provides district and school-based support leading to optimal teacher performance and student achievement. Each vocational beginning teacher will work with a school-based support team to demonstrate mastery of the Florida Educator Accomplished Practices (FEAP). Vocational 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 Vocational Program and provides instructions and forms that you will use to help your beginning teacher document all requirements. Use the Vocational Documentation Checklist / Program Completion Verification and the Vocational 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 Vocational Documentation Checklist / Program Completion Verification, all necessary documentation, and your Vocational Mentor Log are due to Jessica Titze in Professional Learning no later than **April 11, 2025.** Upon receipt of the Vocational Documentation Checklist/Program Completion Verification, all necessary documentation, your Vocational 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**

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| **Requirement** | **Timeline** |
| ***Completion Guide*** | Review the Vocational 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. |
| ***CTE Curriculum Frameworks*** | Review the *2024-2025 CTE Curriculum Frameworks* for the courses your beginning teacher is teaching with your beginning teacher as soon as possible. The CTE Curriculum Frameworks can be found at <http://www.fldoe.org/academics/career-adult-edu/career-tech-edu/curriculum-frameworks/>  |
| **Proactive Classroom Management and Building Relationships**  | * Your beginning teacher should register for and attend one of the sessions offered as soon as possible.
* Instructions for registering through Leon LEADS are on page 9.
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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.
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| **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 entries on 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. |
| **Three Required Trainings*** Your First Year in CTE: 10 More Things to Know Expert Session
* From Company to Classroom: Engaging STEM Professional Talent
* Using Action Based Research Webinar — Michael T. Holik, Ed.D.
 | * <https://www.youtube.com/watch?v=iLJfT5-QYmg&feature=youtu.be>
* <https://www.youtube.com/watch?v=H82nleZqaOk&feature=youtu.be>
* <https://www.youtube.com/watch?v=OFj5DVnO_H8&feature=youtu.be>
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**Requirements and Timeline Continued**

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| **Vocational Documentation Checklist /** **Program Completion Verification**(*in back folder pocket*) | All VOC 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 of* all documents for their records.
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**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 VOC Documentation Checklist/Program Completion Verification, all necessary documentation, your VOC Mentor Log, and confirmation of program completion, you will receive a supplement for providing the required mentoring and related services. See *VOC 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 Vocational Program. They assume the following responsibilities to ensure program success:

* Oversee participant enrollment.
* Provide training and support for beginning teachers and their mentors of the Beginning Teacher Completion Guide.
* Coordinate and monitor program implementation at the district and school levels.
* Maintain all completed VOC program documentation.

**Forms**

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

The “Support Team Agreement” authorizes 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**.

**Vocational 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**

**Vocational 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 Principal’s signature to verify demonstration and completion of Vocational Program requirements.

***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 Vocational Program requirements. Meet with your beginning teacher and administrator to develop the initial IAP within the first three weeks of your beginning teacher’s hire date.

The school support team should use the IAP to monitor the beginning teacher’s progress in the following areas:

* 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 VOC Documentation Checklist / Program Completion Verification to put the documentation in order. 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 VOC Documentation Checklist / Program Completion Verification, supporting documentation, and your VOC 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 LCS Courses in Leon LEADS**

The beginning teacher must register for ***Proactive Classroom Management and Building Relationships*** and may register for ***Proactive Classroom Management, A Deeper Dive*** in Leon LEADS.

To access Leon LEADS--- **Step 1:** Go to the Leon County Schools website.



**Step 2:** Select ClassLink



**Step 3:** Select ‘Log in with Username & Password’



**Step 4:** Select the **Leon LEADS / Prof Develop** tile.



**Step 5:** Select **My PD**

**Step 6:** Search for the course number or course title.

**Step 7: Register** for the section you want to attend.



Additional sections may be available. Click **View all Sections** to see more course options.

**Step 8:** Review the section information and click **Next.**

**Step 9:** View confirmation.

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