In addition to the required **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.

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| --- | --- | --- |
| **Required Mentoring Services for Vocational Beginning Teachers** | *Date*  *Completed* | *Date Submitted* (Electronic Copies) |
| 1. Welcomed beginning teacher and provided opportunities for beginning teacher to tour the school, meet colleagues, etc. |  | N/A |
| 1. Returned completed **Support Team Agreement** to Professional Learning (Jessica Titze and Jordan Vickers) and submitted an electronic copy no later than **December 19, 2025**. |  |  |
| 1. Met with beginning teacher to review the requirements of the Vocational Program and the *Information You Should Know* document, *Florida Educator Accomplished Practices,* and the appropriate *CTE Curriculum Frameworks*. |  | N/A |
| 1. Met with beginning teacher and administrator to develop **initial entry on IAP (IAP #1).** Submitted an electronic copy of the initial planning entry no later than **December 19, 2025**. |  |  |
| 1. Completed Clinical Educator Training *(if not previously completed), which is required to receive the mentor supplement.* |  | N/A |
| 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***). |  | N/A |
| 1. Conducted **first** classroom observation before administrator’s first formal observation. |  | N/A |
| 1. Met with beginning teacher and administrator to discuss **first** mentor observation results and updated **IAP #2** (within 10 days following first mentor observation). |  | N/A |
| 1. Submitted an electronic copy of the FEAP **observation form** no later than **December 19, 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).*** |  | N/A |
| 1. Conducted **second** mentor observation before administrator’s second formal observation |  | N/A |
| 1. Met with beginning teacher and administrator to discuss mentor observation results and update **IAP #3** (within 10 days following second mentor observation). |  | N/A |
| 1. Submitted an electronic copy of the second observation **IAP #3** no later than **April 10, 2026**. |  |  |
| 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).* |  | N/A |
| 1. Submitted an electronic copy of the FEAP **observation form** for Mentor Observation #2 no later than **April 10, 2026**. |  |  |
| 1. Reviewed beginning teacher’s program documentation (using VOC Documentation Checklist) and **made final entry on IAP #4.** Submitted electronic copy of final entry on **IAP #4** no later than **April 10, 2026**. |  | N/A |
| 1. Obtained principal’s signature on the ***Vocational Program Checklist / Verification Form*** and submitted approved Vocational documentation to Professional Learning along with ***Vocational Mentor Log.*** *Please ensure both paper copies and electronic copies of all documents have been submitted no later than* ***April 10, 2026.*** |  |  |
| 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.)* |  | N/A |
| 1. Made copies of the original program documentation for the mentor and beginning teacher’s records. |  | N/A |
| 1. Assisted beginning teacher in preparing and mailing original program documentation through the interdepartmental mail to:   Professional Learning  Attn: Jessica Titze and Jordan Vickers |  | N/A |
| 1. Submitted all program documentation, including the **VOC Mentor Log** to the *Beginning Teacher Paperwork Submission Portal* no later than **April 10, 2026.** |  |  |

**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)*

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

*Beginning Teacher’s Name (please print)*