**Vocational Mentor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ School \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

(please print)

In addition to the required tangible documentation, 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* |
| 1. Welcomed beginning teacher and provided opportunities for beginning teacher to meet other teachers. |  |
| 1. Returned completed **Support Team Agreement** to Professional Learning and submitted an electronic copy no later than **October 1, 2024**. |  |
| 1. Met with beginning teacher to review the requirements of the Vocational Program and the *Information You Should Know* document, and the appropriate *CTE Curriculum Frameworks*. |  |
| 1. Met with beginning teacher and administrator to develop **initial entry on IAP.** Submitted an electronic copy of the initial planning entry no later than **October 1, 2024**. |  |
| 1. Completed Clinical Educator Training *(if not previously completed), which is required to receive the mentor supplement.* |  |
| 1. Met with beginning teacher and administrator to prepare for **first** observation; gave suggestions for preparing for observation; updated **IAP** (***prior to the Administrator’s first formal observation***). |  |
| 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 **December 20, 2024.** |  |
| 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. Met with beginning teacher and administrator to prepare for **second** mentor observation; gave suggestions for preparing for observation; updated **IAP**. |  |
| 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 **April 11, 2025**. |  |
| 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 11, 2025**. |  |
| 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 11, 2025.*** |  |

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| 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.)* |  |
| 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 Learning  Attn: Jessica Titze |  |
| 1. Submitted all program documentation, including the **VOC Mentor Log** to the *Beginning Teacher Paperwork Submission Portal* no later than **April 11, 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* ***November 1, 2024.***

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*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*

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*Beginning Teacher’s Name (please print)*