**Vocational Beginning Teacher Program**

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**Beginning Teacher**

**Completion Guide**

**Spring 2025 Cohort**



**Professional Learning**

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**TABLE OF CONTENTS**

Introduction 2

Requirements and Timeline 3

Program Support 5

Individual Action Plan Instructions 7

Observation Information 8

Instructions for Registering for Required LCS Courses in Leon LEADS 9

**Front folder pocket:**

* Individual Action Plan forms
* Online Seminars Attestation Statement
* Vocational Documentation Checklist / Program Completion Verification

**Back folder pocket:**

* *Information You Should Know*

**Introduction**

**Welcome to Leon County Schools!**

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

This completion guide lists the requirements of the Vocational Program and provides instructions and forms that you will use to document all requirements. A timeline is provided to keep you on track to complete the program **within one school year** as required by the program guidelines.

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.

**Requirements and Timeline**

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| **Requirement** | **Timeline** |
| ***Completion Guide*** | Review the Vocational Beginning Teacher Program Completion Guide with your mentor as soon as possible. |
| ***Information You Should Know****(in back folder pocket)* | Review the documents in the *Information You Should Know* packet with your mentor as soon as possible. |
| ***CTE Curriculum Frameworks*** | Review the *2024-2025 CTE Curriculum Frameworks* for the courses you are teaching with your mentor 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** | * Register for and attend one of the sessions offered by **November 1st**. It is strongly suggested you complete this as soon as possible.
* Instructions for registering through Leon LEADS are on page 9 in the *Beginning Teacher Completion Guide*.
* Leon LEADS Course #26954
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| **Individual Action Plan (IAP)**(*in front folder pocket*) | * The beginning teacher, mentor, and an administrator should meet to develop an Initial IAP within three weeks of the attending the Beginning Teacher Program Orientation
* 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** | 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 front folder pocket*) | All VOC program requirements should be completed, anddocumentation submitted to Professional Learning and thePaperwork Submission Portal no later than  **November 3, 2025**. Submission of *origina*l 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 alldocuments for their records. |

**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**

The mentor is the primary support for the beginning teacher, and provides school-level support for the VOC Program. They assume the following responsibilities to ensure program success:

* 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.*
* Review the Statement of Eligibility with the PEC beginning teacher and administrator to determine next steps upon completion of the PEC Beginning Teacher Program

**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 VOC Program. They assume the following responsibilities to ensure program success:

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

**Individual Action Plan Instructions**

The Individual Action Plan (IAP) will help you plan for a successful first year and monitor your progress in completing the PEC Program requirements. Meet with your mentor and administrator to develop the initial Individual Action Plan (IAP #1) within the first three weeks of receiving your *VOC Beginning Teacher Program Enrollment*

Your school support team will use your IAP to monitor your progress in the following areas:

* passing required exams,
* classroom teaching performance, and
* completing required training.

The IAP will be used to note strengths and areas of concern. As needed, training and support will be planned by your support team and coordinated and monitored by your mentor. **You, your mentor, and your administrator should be fully involved in developing and modifying your 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)

**You, your mentor, 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.***

**Classroom Observations**

The *Florida Educator Accomplished Practices* (FEAP) provide the foundation for the District’s instructional personnel appraisal system. In order to successfully complete the beginning teacher program requirements, you must demonstrate mastery of the FEAP. Your mentor will use the FEAP as a tool to support you in demonstrating mastery. Your principal will use the *Leon LEADS* evaluation system as a data collection tool when performing classroom walk-throughs, informal observations, and formal observations.

Your mentor will work with you to help you understand the FEAP, perform peer observations, and provide feedback and support to ensure that you have a successful experience when the principal observes and evaluates your teaching performance.

**Documentation**

One copy of the *Verification of Demonstration of Florida Educator Accomplished Practices* form. Your mentor has this form.

**A crosswalk from the FEAP to Leon LEADS evaluation system can be found in the *Information You Should Know* packet and should be reviewed with your mentor.**

**Instructions for Registering for Required LCS Courses in Leon LEADS**

You must register for and complete ***Proactive Classroom Management and Building Relationships\.*** You may also take the Canvas ***Proactive Classroom Management, a Deeper Dive***. Registration for these courses are in Leon LEADS.

From your work site— **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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