# 2010-2011
# Guidelines for Assigning Academic Intervention Facilitators (AIFs) and Mentoring Teachers to New Teacher Support

The following guidelines for assigning Academic Intervention Facilitators and Mentoring Teachers should be as followed:

1. "New Teachers" who are in PEC are defined as first year teachers **without** Florida Professional Certification (5-year). Demonstration and mastery of Professional Preparation and Educational Competence is required to obtain a Professional Certificate (F.S. 1012.56). The **Professional Education Competencies** align with the 12 **Florida Educator Accomplished Practices** (FEAP) and are the basis of the Professional Education portion of the *Florida Teacher Certification Examination*. Education majors who successfully complete a State approved student teaching program have demonstrated competencies with the FEAP and would, therefore, **not need PEC**. The Certification Department will determine each new teacher's PEC status.

2. In some cases, it may be necessary to provide a mentor to a struggling teacher **who is not in PEC**. If a mentor assignment to **a non-PEC teacher** is needed, the completion of a mentor teacher assignment form must be completed and provided to the Professional Development (PD) Department for approval. **Before approaching a teacher to serve as a mentor to a non-PEC teacher, approval of the mentor assignment must be granted by Professional Development.** [In some circumstances, the PD department may be able to provide the needed mentoring and coaching for the struggling teacher.]

3. Academic Intervention Facilitators (AIFs) will serve as the primary mentor of new teachers in the PEC program. The only exception to this mentoring assignment process will be to provide a specific Mentoring Teacher [other than the AIF] for the following types of "new teachers".

   - Network Managers
   - Guidance Counselors
   - Social Workers
   - School Psychologists
   - Teachers assigned to Countywide ESE Schools and ESE Centers
   - Speech Language Pathologists
   - Physical/Occupational Therapists
   - Teachers of the Gifted
   - Media Specialists
   - Prevention and Clinic Nurses
   - Teachers with a temporary career educator's certificate
   - Teachers as designated by the principal/supervisor when the number of "new teachers" at a school/site exceeds six (6) or any program that does not have an Academic Intervention Facilitator

4. The maximum number of new teachers in PEC that AIFs and/or specific Mentoring Teachers may serve is six (6). If a school/site has more that 6 "new teachers" in the PEC program, the principal/supervisor will assign additional specific Mentoring Teachers as may be appropriate to support "new teachers" at that site.

5. The Mentoring Teacher Assignment Form template is available in Outlook Public Folders, Professional Development, Forms, PEC/Mentor Folder. Please use the correct assignment date for Academic Intervention Facilitators and/or other Mentoring Teachers

as is appropriate to the time they began the mentoring processes. **The Mentoring Teacher Assignment Forms should be sent ELECTRONICALLY as email attachments to Marilyn Hunt in Professional Development as soon as possible after the assignment has been made.** Typically, AIFs and/or other Mentoring Teachers should be assigned within 20 days of hiring of the teacher who is in need of mentoring support. The Mentoring Log template is also located in Outlook Public Folders, Professional Development, Forms, PEC/Mentor Folder.

6. AIFs and Mentoring Teachers must meet all professional development expectations and must also document services provided in the support of new teachers as requested by the principal/supervisor in order to be paid the supplement. The Peer Teacher Mentoring Log is also located in Outlook Public Folders, Human Resource Services, Forms, PEC Folder.

7. Hard copies of both the Mentoring Teacher Assignment Forms and Mentoring Logs should be retained at the school level and filed with the school's Professional Development records for the school year. They should be retained for five years as is the case with all school-based professional development records. They will NOT be sent to Professional Development or to Human Resource Services.

8. **At the close of the school year**, the following PEC Program forms should be sent in hard copy to the Certification Department in Human Resource Services:

    a. PEC Documentation Annual Completion Form
    b. PEC Program Checklist/Timeline
    c. Educator Accomplished Practices Checklist

    **Please Note:** These three documents will be filed in the district-level personnel file for each PEC program completer. At that time, staff in the Certification Department will also communicate the method for documenting mentoring supplement payment information.

In closing, please accept our sincere appreciation for everything you do as a school leader to support new teachers.