

## **Professional Educator Competency Program**

### **A Step-by-Step Guide to PEC**

The Certification Office in Human Resource Services determines assignment of teachers to the Professional Educator Competency (PEC) Program.

1. Complete District New Employee Orientation on blackboard.
2. Complete Teacher Induction Program Seminar (TIPS) and 7 Simple Secrets follow-up activities.
3. Complete school-based orientation.
4. Complete Mentoring Teacher Assignment Form (Principal, Assistant Principal, Academic Intervention Facilitator/Mentor Teacher). Send electronically to Marilyn Hunt in Professional Development.
5. Complete Initial Screening Observation using QPOI within 30 student contact days. Retain copy in PEC folder.
6. Complete EPC (essential performance criteria) self-assessment and TARGET.
7. Based on the TARGET, complete appropriate formative activities, and one observation using QPOI (pre-conference, observation, post-conference). Retain copies in PEC folder.
8. Complete initial formative assessment using QPSA within 90 student contact days.
9. Complete final summative observation cycle and QPOI form. Retain copies in PEC folder.
10. Complete Accomplished Practices checklist. Retain copy in PEC folder.
11. Complete final QPSA. Retain copy in PEC folder.
12. At the close of the school year, send the signed Accomplished Practices Checklist, signed PEC Program Checklist/Timeline, and PEC Documentation Annual Completion Form to the Certification Department in Human Resource Services.
13. Retain hard copies of the Mentoring Teacher Assignment Form and Mentoring Log at the school and file with school's professional development records for the school year. These forms should be retained for five years.