

MENTORING NEWSLETTER

— A GUIDE TO WORKING WITH MENTEES AT YOUR SCHOOL SITE —



SEPTEMBER 2023

Hello, BPS mentors.

As we head into the Labor Day Weekend, encourage your mentees to take a break and recharge!

Next, take a look at the "phases of first-year teachers" graph below. At this time, new teachers are moving into "survival" mode. However, we also have new teachers who are just getting hired, and they will be in the "anticipation" stage. The balance between supporting teachers in the anticipation stage with those in survival mode can be challenging. Share this graph with new teachers – it can help them feel like they are not alone.

What many new teachers are now realizing is that their enthusiasm for the start of the school year is not enough for their students to learn well. You might hear statements from new teachers that sound like attitude problems. But they are mostly expressions of frustration over how to address their lack of knowledge or skills.

Right now, it is so important for us to be *active listeners*, to understand what our mentees are saying – and notice what they are *not* saying. We have to build their confidence and find their strengths.

In addition to posting September's focus topics for your monthly mentor-mentee meetings, let's think about what our new teachers often say while in the survival phase. How can you address some of the concerns that are popping up at this point in time in your monthly mentor meetings or in your one-on-one sessions? Chances are, if these questions/concerns are coming up with a few teachers, they are at the forefront of many of our mentees' minds.

1. Personal: Check, without prying, to see that teachers new to the area are happy with the life they are creating beyond the school community. If you can, assist in resolving any issues. Strongly encourage finding a healthy balance between work and life outside of the school.

- "When will it get easier? I feel like I am going insane."
- "I appreciate all of the advice and suggestions, but how about some feedback on what I do is right?"
- "Do you have tips for how to stay relaxed and positive with my coworkers when I'm super stressed, running around, and distracted?"

2. Curriculum, Instruction, and Assessment: We are starting to have open houses in some schools. This event can be anxiety-provoking for new teachers. Do a run-through with your mentee of what goes on during an open house and a few tips on how to shine while presenting to a room full of parents.

- "How many days should I plan at a time?"
- "I need help planning for five preps!"
- "Where do I find materials needed to teach lessons? I am spending hours and hours searching for materials for my lessons."
- "How do I possibly get ahead in planning, grading, and copying?"

3. Organizational Systems: Although we are only a few weeks in, now is the time to start discussing interims. Show the mentees where they are located, the timeline, and how to

complete them.

- "I am drowning in email messages. How do I organize all of them?"
- "Please help with grading procedures and systems. How many grades should I be giving? How often should I review grades with students?"
- "How do I keep track of assignments being turned in – some digitally, some on paper?"

4. Students: We do have many school extra-curricular activities going on now. If your school has events in place, encourage your mentee to attend one or two to get to know their students outside the classroom.

- "How do I get kids to work together who don't get along?"
- "How do I motivate the kids who say they don't want to learn, care, and refuse to participate?"
- "How do I get kids to take responsibility for their learning?"

5. Colleagues: Go over policies, possibilities, and potential pitfalls of working with instructional assistants. We have many twenty-somethings who might be directing IAs. This could be their first time leading someone older than they are. This can be really daunting! Talk to your mentee about how to set up goals and directions for their IA if needed.

- "I need time to plan with teachers in my area but I can't seem to find the time."
- "How do I plan with my push-in teacher?"

6. School Systems: Continue to talk about your mentee's needed resources and where he/she can locate those items.

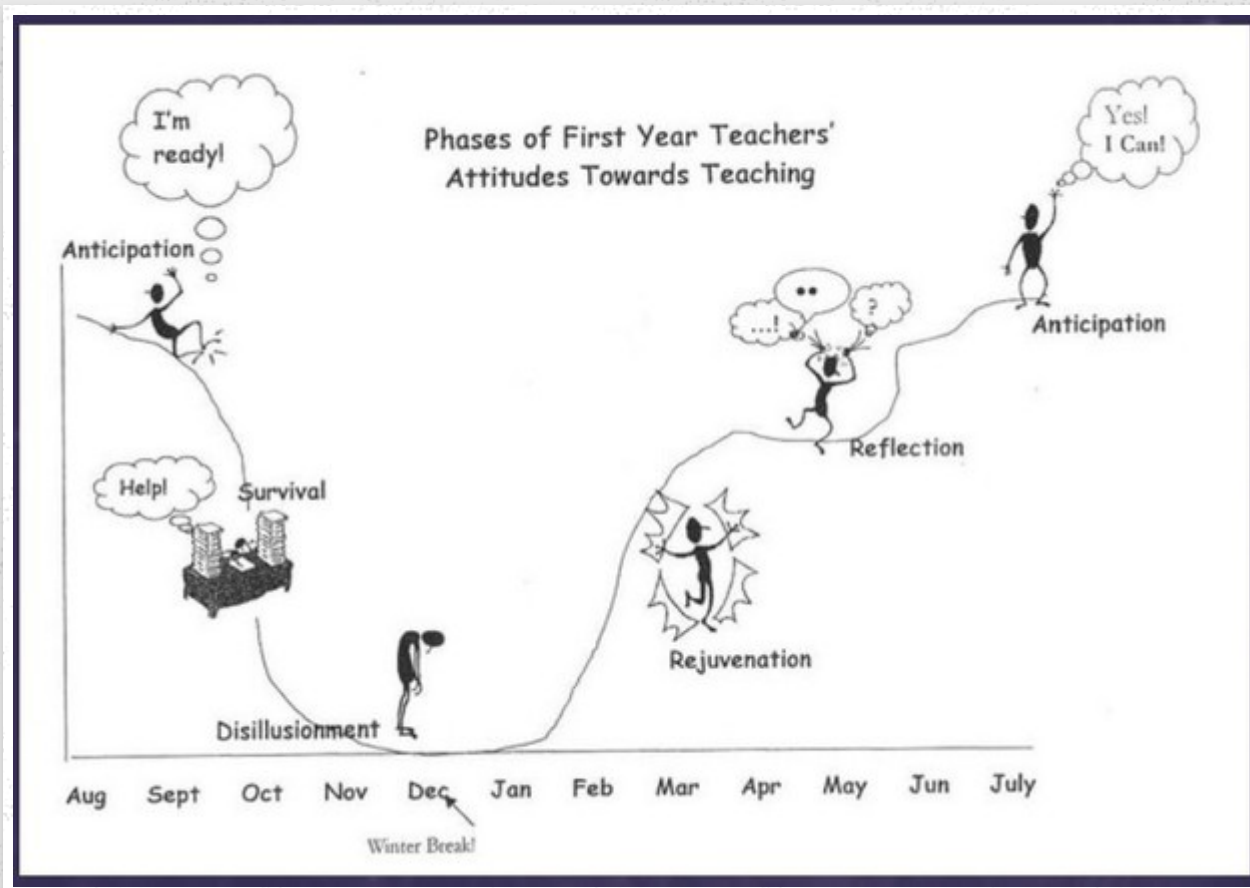
- "How can I get more resources for my classroom without having to spend my own money all the time?"
- "I ask four different people the same question and get four different answers. How do I know what answer is correct?"

7. Parents and Community: Have your new teacher listen in on how you conduct a parent phone call and how you document it.

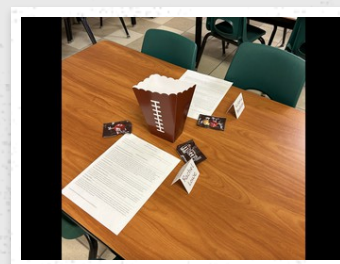
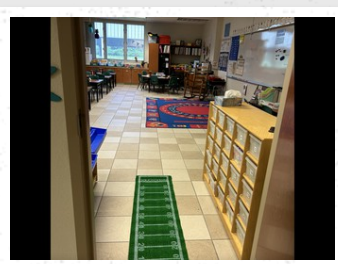
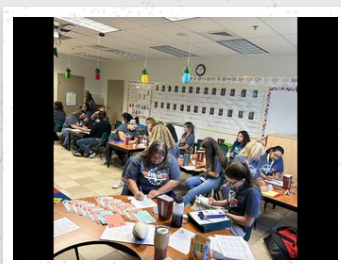
- "How do I get the parents to understand that I can only do so much, their child needs to be responsible for something?"
- "How do I handle confrontational parents who think their child is not at fault or responsible for the grade they have received?"
- "I need suggestions for managing parent contact. It seems to be taking a lot of time."

***Special Educators:** Discuss strategies for early contact with parents and suggest setting up meetings to introduce themselves and establish a positive context for future interactions.

Thank you. You mean more to your new teachers than you will ever know! 💖



SIGNING DAY AT SUNRISE!



Sunrise Elementary had "signing day"! The football was tossed from the mentor to their new mentee. And of course, they had M&Ms for the mentor/mentee program!

☆FROM THE CERTIFICATION DESK☆

Mentors, please share with your mentees, if applicable:

Certification Newsflash: FL DOE Temporary Certificate Expiring June 30, 2024.

If your FL DOE Temporary Certificate is expiring June 30, 2024, you must meet **ALL** requirements by **April 1, 2024**, to apply for your upgrade to a FLDOE Professional Certificate and be eligible for re-appointment. The Brevard Public Schools Certification team has been reviewing many of these teacher files and most have several items needed to meet the requirements. Please refer to your Statement of Status of Eligibility issue to you by the FL DOE for the list of requirements to be met which may include tests, education coursework professional education competencies and one year of full-time teacher experience. For preparing for your exams (subject area, General Knowledge Exam and/or Professional Education exam) you may wish to use 240 Tutoring an online study prep service. To gain access to this please email Susan Kirk at Kirk.Susan@Brevardschools.org. To register for these exams please click on this link: [FTCE/FELE Home \(nesinc.com\)](https://www.ftce.com/fele). If you need educational coursework, you must begin **NOW!** Here is a list of some accredited colleges who offer courses for Florida teacher certification: Grand Canyon University, University of Phoenix, Florida Southern, Seminole State College. This information has been emailed in the past and will be sent to FL DOE Temporary Certificate holders again by October 1, 2023.

SENATE HOUSE BILL 1 (HB1) – FL DOE TEMPORARY CERTIFICATES

- All FL DOE Educator Temporary Certificates are now five-year certificates.
- If you are a FL DOE Temporary Certificate holder who is on a two-year extension you do not qualify for additional years.
 - Contact Certification if you have any questions: Sharon Doucett-Doran@ Doucett-Doran.Sharon@Brevardschools.org
- The Senate House Bill 1 provides a possible change to the General Knowledge and Professional Education exam(s) requirement.
 - The **General Knowledge** (GK) exam may be waived if you have received three consecutive years with an Effective or Highly Effective rating on your Summative II evaluation for three consecutive years, proof of support and instruction to help you pass the GK exam (240 Tutoring, score reports showing attempts to pass the exam), attendance in the New Teacher Academy, and a 2-year Induction Program Agreement form.
 - The **Professional Ed** exam may be waived if you have received three consecutive years with an Effective or Highly Effective rating on your Summative II evaluation for three consecutive years, proof of support and instruction to help you pass the Professional Ed exam (240 Tutoring, score reports showing attempts to pass the exam), attendance in the New Teacher Academy, and you have met the FL DOE required Satisfactory Professional Education Competencies (PEC).

The application to waive these exams will be sent to educators on or after January 15, 2024. The educator will be responsible for providing the required documentation and completed application to the office of Certification no later than February 28, 2024.

- At this time, our offices are working with the FL DOE to obtain more information on how HB1 will pertain to the requirement of the subject area exam.

If you have met all FL DOE requirements, please apply to the FL DOE to "Upgrade" to a Professional Certificate. Here is the application link and you **MUST** use Microsoft Edge as your browser. [Apply \(fldoe.org\)](https://fldoe.org).

✓INDUCTION REMINDERS✓

The Induction Agreement Form must be signed by all parties and the mentee should be given a copy. The form should then be uploaded to the 23-24 Induction Paperwork Google site. [The Induction Roster must be completed by Sept. 16th.](#) Lead Mentors, also remember to sign your Lead Mentor Role Agreement and upload it to your schools 23-24 Induction Google site. Please keep a hard copy of all Induction Paperwork at your school site for 5 years. If you have any questions reach out to Teri Jabbari at jabbari.teresa@brevardschools.org

☀️🕒☀️ **CLICK HERE TO BE LINKED TO THE
NEW TEACHER INDUCTION PAGE** ☀️🕒☀️

NTA RESOURCES FOLLOW-UP

Mentors- Each person that attended NTA received a great book ! Elementary received *The First Days of School*, and Secondary received *7 Steps for a Great Start to the School Year*. Please review these resources together with your mentee as a way to help support your new teacher.

🔍🔍🔍**CHECK OUT THIS ARTICLE** 🔍🔍🔍



The Qualities of Exceptional Men...

www.edutopia.org

Recently, when we asked our readers the question "What makes a really good mentor teacher?" hundreds of educators weighed in. We combed through your responses across Facebook, Twitter, and Instagram and distilled the very best qualities of standout mentor teachers. We also consulted our Edutopia archives and outside sources to see what educators have written on the topic.

☆UPCOMING EVENTS☆

TEACHER LEADERSHIP COUNCIL: ENGAGE IN EXCELLENCE CONFERENCE

The TLC Engage in Excellence Conference is coming up soon on 9/16. This is a great opportunity for mentees and mentors alike to gain some new ideas for their classrooms!

The Teacher Leadership Council is excited to support our third professional development conference, *Engage in Excellence, Inspired Ideas from Teachers for Teachers*. The conference will be held at ESF in Viera on Saturday, September 16th, 2023, from 8:00 a.m.-1:00 p.m. We are hosting the conference early in the school year with the intention that teachers will be able to implement and use the knowledge gained in their classrooms.

The Teacher Leadership Council works to promote teacher advocacy, leadership, communication, and service throughout our school district by sponsoring special events, communicating with teachers, collaborating with district leadership, and supporting new teachers. Throughout our district, teachers are designing unique activities that spark engagement, motivation, and equitable learning that continue to support the Vision for Excellent Instruction for all students. Teacher sessions at the conference will be focused on the following areas:

- Engaged Learning Environments
- Collaborative Learning Communities
- Standards Based Instruction
- Relationship Building with Students

Please consider joining us for this day of professional learning, where you will gain valuable ideas and tools from your colleagues to elevate your teaching practice. Breakfast and snacks will be provided.

Search for “*Engage in Excellence, Inspired Ideas from Teachers for Teachers*” in Frontline to register.

For questions, please contact [Linda Buffum](#) at Ext 11262, Buffum.linda@brevardschools.org or Alex Wicker at wicker.alexandria@brevardschools.org.

LEARNING ALLY TRAINING

Welcome to Learning Ally's Brain-Based Literacy Instruction!

Use the instructions below to register for your account to *Brain-Based Literacy Instruction*.

Step 1: Open this [link](#) to begin your registration (<https://launchpad.learningally.org/login/claim-seat/949238901729370139>).

Step 2: Follow the steps to claim your seat and set up your account.

- Select "Create Account"; *Florida customers are Audiobook Solution Users
- You must use your District/School email address

Step 3: Move through the remaining steps. Remember to record or save your login credentials. Open "Course: Brain-Based Literacy Instruction" under the *My Learning* section of the homepage.

Step 4: Access/Open "Course: Brain-Based Literacy Instruction" through the platform under "My Learning".

Step 5: When returning to the course, use the URL <https://launchpad.learningally.org/login> to login.

Happy learning!

FDLRS TRAININGS

*FDLRS East would like to announce our **2023-2024 Professional Learning Schedule**. A list of learning opportunities can be found by going to our website, www.fdlrseast.org. Once on the website, please click on **Professional Learning** to find offerings along with descriptions for PDA courses, HRD and Technology trainings and resources. The website will be updated regularly.*

*Please go to **Frontline** and search the name of the training or **FDLRS** to register. If you have any questions or need support, please reach out to our FDLRS East team.*

CLINICAL EDUCATOR TRAINING (CET) FALL 2023

Clinical Educator Training (CET) Registration - Fall 2023 CET will be offered as a Canvas online course beginning on September 15 and ending on November 16, 2023. The course will consist of two modules and 3 meetings to discuss content and practice new skills. The first two meetings will be virtual and the final meeting will be an all-day training session here at ESF on Monday, November 13.

CET is considered the first step in our Teacher Leadership Program and will give participants opportunities to build coaching and feedback skills to support new teacher development. Interested instructional staff, such as teachers, school-based coaches, and school counselors need to complete the online application using the link below. Applications will be considered according to the date completed until the session is filled. Registration will close on Tuesday, September 12, or before if enrollment has reached capacity.

Those teachers selected to participate will then be registered in Frontline by our department and sent a confirmation email. Once your selected teacher(s) have completed the application, click on the Principal Link below and complete the short verification prerequisite form. You will complete a form for each teacher you recommend. Both the participant form and principal form must be completed before the participant will be enrolled in the CET Course. The following are prerequisites to enroll in this training:

- Administrative approval
- Effective or higher evaluation score on the 2022-23 Summative 1
- Completion of 3 years of successful classroom teaching either in Florida or another state
- Valid Florida Professional Teaching Certificate - No Temporary Certificates

Click link to apply:

Participant Link: <https://forms.gle/Fk2tYnQlvd3cNZypZ>

Principal Link: <https://forms.gle/83XyboYR5LkrrTXt7>

*Charter Schools must complete a Request for Workshop Materials and/or Instructional Services and email to buffum.linda@brevardschools.org by the last date of registration. Participants from charter schools who do not submit the form will not be enrolled in the course.

Please note: New legislation is now in effect for K-3 teachers who will be supervising interns. Please plan accordingly, so you have mentors who are both CET trained and reading endorsed to support future interns. Effective for the 2022-2023 school year, school district personnel and instructional personnel who supervise or direct teacher preparation students during internships in kindergarten through grade 3 or students who are enrolled in a teacher preparation program for a certificate area identified pursuant to s. 1012.585(3)(f), F.S., must hold a certificate or endorsement in reading.

For questions, please contact Linda Buffum at buffum.linda@brevardschools.org or at 321-6331000 Ext 11262.

CLASSROOM MANAGEMENT COURSES FOR NEW TEACHERS

CHAMPS: A Proactive and Positive Approach to Classroom Management and Discipline in the Secondary: A Positive Approach to Behavior Management will be offered beginning in September. The in-services are three full days of workshop time that includes instruction and the opportunity to build a classroom management plan as well as the opportunity to build plans to support and encourage all students. There is an online CANVAS component as well, to check for understanding and apply the materials learned through the face-to-face sessions. Teachers will need to attend all three days and complete the CANVAS components to receive credit for the course.

CHAMPS: September 11, 18, and 25th, 8:30 – 3:30 at ESF

DISC: September 12th, 19th and October 2nd, 8:30 – 3:30 at ESF

Please complete the online registration from to enroll into the class. Schools will be responsible for providing substitute coverage.

Registration link: <https://forms.gle/L75H2cPpgEjHnAPN6?>

If you have any questions, please contact Lisa Stanley through email at Stanley.Lisa@Brevardschools.org.

A graphic showing the silhouettes of a diverse group of people, including children and adults, standing on a dark, rolling hill. The background is a vibrant sunset or sunrise sky with shades of orange, pink, and purple. The entire graphic is framed by a thick magenta border.

Interested In Administration?

CALL US: (321) 633-1000, ext. 11240