

## **Professional Educator Competency (PEC) Program**

### **Step-By-Step Guide**

Beginning teachers at BAMS will be assigned to the PEC program based on their Eligibility Statement from the State of Florida.

1. Complete Teacher Induction Program Seminar
2. Complete school based orientation and planning for PEC.
3. Complete Mentoring Teacher Assignment Form (Principal, Assistant Principal, Mentor Teacher).
4. Complete First Formal Observation using iObservation Instrument within 60 student contact days of Eligibility Statement. Retain a copy in PEC folder.
5. Complete Interim Evaluation in iObservation within 90 student contact days of Eligibility Statement.
6. Complete Second Formal Observation within 120 student contact days of Eligibility Statement. Retain copy in PEC folder.
7. Complete Annual Performance Evaluation. Retain copy in PEC folder.
8. At the close of the school year Evaluation period, send the signed Accomplished Practices Checklist, signed PEC Program Checklist/Timeline, and PEC Documentation Annual Completion Form to the county Certification Department.
9. Retain hard copies of the Mentoring Teacher Assignment Form and Mentoring Log and file with school's professional development records.