

The Sonoma County Office of Education's North Coast School of Education (NCSOE) works with districts, universities, and county offices to support teachers at various levels of the Learning to Teach Continuum. District partnerships are critical in the effective implementation of program goals. District roles and responsibilities include, but are not limited to, the following:

### **District Coordinator's Responsibilities:**

- Communicate with NCSOE staff
- Communicate information to district office staff, site administrators and teachers
- Work with Site Administrators to ensure they follow their responsibilities (see below)
- Attend District Coordinator meetings
- Complete and submit appropriate forms
- Submit District Roster (Candidate/Mentor matches) within 30 days of program enrollment
- Assist in gathering and submitting retention data, district year-end reports, etc., as needed

### **Site Administrator's Responsibilities:**

- Collaborate with Candidate and Mentor in the development of the Candidate's Individual Learning Plan
- Attend Administrators' training, workshops, and/or informational meetings
- Conduct initial site orientation for Candidates/Interns/Permit Holders to inform them about site resources, personnel, health and safety, and special education policies and procedures
- Limit extracurricular duties for both Candidates/Interns/Permit Holders and Mentors, scheduling common prep time, whenever possible
- Allocate resources to support the Candidate's/Intern's/Permit Holder's professional growth (e.g. workshops, materials, release time for observations, etc.)

### **District's Responsibilities:**

#### Candidates

- Identify all teachers eligible for program, including Interns/Permit Holders, Clear Credential Candidates (Multiple/Single Subject, Education Specialists, Designated Subjects), and teachers prepared Out of Country
- Provide release time for classroom observations (2-4 days)
- Provide opportunities for ongoing professional development
- Provide mileage reimbursement to attend professional development, when possible
- Pay annual program fee

#### Mentors

- Select Mentor Teachers who meet the Commission's identified criteria including a valid corresponding Clear of Life Credential, three (3) years successful teaching experience, and English learner authorization
- Match Mentors with Candidates/Interns/Permit Holders prior to assuming daily teaching responsibilities
- Match should include same site, similar grade level and subject matter, etc.
- Provide release time for classroom observations (2-4 days)
- Provide protected time for employer-provided support to work with within the school day
- Provide mileage reimbursement to attend professional development, when possible
- Facilitate distribution of Mentor compensation