



# NORTH COAST SCHOOL OF EDUCATION

## DISTRICT COORDINATOR

### ANNUAL SUMMARY OVERVIEW



#### Fall Action Items

- Within 30 days of being appointed as a **New District Coordinator**, create your NCSOE account at [www.ncsoe.org](http://www.ncsoe.org) and notify your NCSOE Program Coordinator so you can be connected to your online district roster. (Watch this video: [Steps to Create your NCSOE Account.](#))
- By the end of August, **Returning District Coordinators** login to your NCSOE account and begin monitoring your online district roster. (Watch this video: [District Coordinator Roster Instructions.](#))
- Register online for a Fall and Spring District Coordinator Meetings in your county.
- Attend a Fall District Coordinator meeting.
- Upload your District Coordinator Application to your NCSOE account, if not done previously.
- Meet with your HR/Site Administrators to identify Teacher Induction Candidates, Designated Subjects Candidates, Interns, Permit Holders, and Mentors participating in an NCSOE program this year.
- Monitor your online roster by assigning Mentors to your participating teachers **within 30 days** of a participating teacher's NCSOE enrollment (matching the Mentor and participating teacher according to credentials held, grade level and/or subject area, and as appropriate to the job assignment), approving active participants and adding DC Notes that detail any unusual situations that may affect invoicing/funding.
- Have new Mentors upload their Mentor Application to their NCSOE account. (Mentor applications are valid for 3 years.)
- If applicable, submit approved Early Completion Option (ECO) Candidate applications to your Program Coordinator between December 1<sup>st</sup> – December 15<sup>th</sup>.

#### Spring Action Items

- Meet with your HR/Site Administrators in January to identify any new Teacher Induction Candidates, Designated Subjects Candidates, Interns, Permit Holders, and Mentors that are beginning participation in the Spring.
- Continue to monitor your online roster by assigning Mentors to your participating teachers **within 30 days** of a participating teacher's NCSOE enrollment (matching the Mentor and participating teacher according to credentials held, grade level and/or subject area, and as appropriate to the job assignment), approving active participants and adding DC Notes that detail any unusual situations that may affect invoicing/funding.
- Have new Mentors upload their Mentor Application to their NCSOE account. (Mentor applications are valid for 3 years.)
- Attend a Spring District Coordinator Meeting.
- Notify your NCSOE Program Coordinator of any District Coordinator or Business Manager changes for your district.
- Share anticipated enrollment numbers for the new program year will begin in the Fall with your Program Coordinator.
- If applicable, submit approved Early Completion Option (ECO) Candidate applications to your Program

Coordinator between April 15<sup>th</sup> – May 1<sup>st</sup>.