



NORTH COAST TEACHER INDUCTION PROGRAM

DISTRICT COORDINATORS – WELCOME LETTER



To: District Coordinators
From: Jason Lea, Executive Director and NCTIP Staff
Re: CA Teacher Induction Start-up for New Teachers

As the 2019-20 school year begins, I would like to thank you for all that you do to support Candidates and Mentors in your districts. Your role is critical to the success of the NCTIP partnership with your district and to teaching and learning for each new teacher as they embark on their career in education.

Information provided on the NCSOE website will help you and your participants begin the new school year. Be sure to create or update your NCSOE profile each year and to mark your role as District Coordinator. Doing so provides you with information, resources and access you will need.

The following information should help your job go more smoothly and can be obtained via your county Program Coordinator and/or online at NCSOE via the Partners tab:

1. Your annual updated Job Description and Roles & Responsibilities.
2. Creating/Updating a NCSOE Account.
3. Roster Instructions (see Online Rosters below).
4. Annual Summary Overview (a “To Do” list of sorts).
5. District Coordinator Application.
6. Talking Points for:
 - a. **Human Resource Staff:** Please review the contents of this letter with the Human Resource contact person in your district; most forms are available on our website, but it always helps to have you review the information.
 - Credential Intake Form & Categories of Teachers:** As credentials of each new hire are reviewed, these documents will guide placement of teachers in the appropriate Support/Credential program.
 - Information for New Hires:** As District Coordinators, you should distribute your name, contact information and NCTIP handouts/website to all new teachers. Remember to remind ALL new teachers and mentors to complete the enrollment process on our website in August or upon hire (www.ncsoe.org).
 - Advisement Forms:** All teachers holding a preliminary credential must be advised of their clear credential requirements. All teachers are to complete the *NCTIP Advisement Form* and submit for their personnel file in your district office. You do not need to provide our program with copies of these forms.
 - b. **Candidates:** Be sure to touch base individually with each new teacher to introduce yourself as the liaison between our program and your district. It is up to you to help get them enrolled and matched with a mentor, to meet program requirements, to help mediate issues and concerns, etc.
 - c. **Mentors:** Thank you for your part in matching well-qualified Mentors to work with Candidates. Mentors are the most important aspect of a support system for new teachers!

Sonoma County Office of Education
North Coast Teacher Induction Program ♦ 5340 Skylane Boulevard, Santa Rosa, CA 95403-8246
Phone (707) 524-2818 ♦ Fax (707) 524-2815 ♦ www.ncsoe.org

Send out information such as Roles and Responsibilities and The Mentoring Based System overview as this will help Mentors understand their role in supporting new teachers. These documents are available both online and in a shared Google Drive folder for District Coordinators which is available once you update or create your NCSOE profile.

- d. Administrators: Site Administrators play a key role in supporting new teachers to their sites and in developing an Individual Learning Plan with the Candidate and Mentor within 60 days of enrollment into NCTIP. Be sure that your Administrators are familiar with the program and with this collaborative meeting as well as the Mid-Year Check-In that happens midway through the program.
 - e. Mentor Documents: Information such as a welcome letter, The NCSOE Mentoring-Based System, Roles & Responsibilities, “Moving Beyond Survival” handout, and the Checklist for Site Orientation are all helpful for Mentors to get started. **Within 2 weeks of program enrollment, all Mentors must complete the program’s online Mentor Orientation available via their NCSOE profile.**
7. Online Rosters:
- a. Roster to Program: It is IMPORTANT that you submit and update your online roster as needed. *You will need to ensure your NCSOE account is updated for the current school year, then contact your county Program Coordinator so the regional office can then connect you to your online roster.* This helps us plan our professional development and ensure that we have enough support, materials and supplies for Candidates and Mentors.
8. Mentor Application:
- a. It is *critical* that all Mentors have on file with you and have provided to our program a current (within 3 years) Mentor application, which can be found online. Please use this application if your district doesn’t have one of its own, though using one of your own (or a resume or letter of interest) is acceptable as long as it addresses the main components.

Again, THANK YOU for all you do to support new teachers. We appreciate you!