



NORTH COAST SCHOOL OF EDUCATION

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 2020-21 school year begins, I would like to thank you for all that you do to support new teachers and Mentors in your districts. Your role is critical to the success of the NCSOE 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](#) (new District Coordinators only)
3. Roster Instructions (see Online Rosters below); **NEW** this year: [District Coordinators Roster Instructions Video](#)
4. [Annual Summary Overview](#) (a “To Do” list of sorts).
5. [District Coordinator Application](#) (new District Coordinators need to upload a copy to their NCSOE account)
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 & Credential Program Guide**: 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 NCSOE 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 [Credential 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, Interns, and Permit Holders: 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 new teachers. Mentors are the most important aspect of a support system for new teachers! Send out information such as the Roles and Responsibilities as this will help Mentors understand their role in supporting new teachers. These documents are available online.
 - d. **Administrators:** Site Administrators play a key role in supporting new teachers to their sites and in developing an Individual Learning Plan with the new teacher and Mentor within 60 days of enrollment into an NCSOE program. 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, 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 training, The Launch, available via their NCSOE profile.** Let your Program Coordinator know if you would like to be enrolled in this course as well so you have the information and can better support your Mentors.
7. Online Rosters:
- a. It is **IMPORTANT** that you update your online roster as needed. This helps us plan our professional development and ensure that we have enough support, materials and supplies for new teachers and Mentors.
8. Mentor Application:
- a. It is *critical* that all Mentors have on file with you and have uploaded to their NCSOE account a current (within 3 years) [Mentor application](#). 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!