



NORTH COAST SCHOOL OF EDUCATION INTERN SUPPORT AND SUPERVISION PROGRAM PERMIT HOLDER PROGRAM



WELCOME MENTORS

The North Coast School of Education **welcomes you** as a professional Mentor for interns and permit holders in your district. We appreciate your choice to be actively involved in a process that will support and guide teachers through the first days, months and years in the teaching profession! Your role is critical to the success of your intern or permit holder and your expertise provides an important source of knowledge in his/her professional growth over the next two years.

In your role as a Mentor, you will be provided with ongoing support and training and will have the opportunity to attend professional development with your interns or permit holder that is based on their individual needs and the California Teacher Performance Expectation (TPE). It is very important that you **begin your Mentor role now in order to effectively prepare for the first weeks of school**. As you know, this time is critically important for your intern or permit holder.

Here are some things you can do during these first weeks:

- Take time to meet and get to know your intern or permit holder as soon as possible!
- Complete your online program **REGISTRATION** (*this will include your profile information and professional development registration*) on the [NCSOE website \(www.ncsoe.org\)](http://www.ncsoe.org).
- Self-enroll from your [NCSOE account](#) into **The Launch**, an online course in Canvas. **This course needs to be completed within the first two weeks of your enrollment.**
- Use the [Checklist for Site Orientation](#) to guide conversations about essential steps in setting up a classroom and beginning to plan for the first days and weeks of school. Give your intern or permit holder a guided tour of your school site, introducing him/her to key staff and faculty members.
- Carefully read the [Intern Mentor Roles and Responsibilities](#) document, or the [Permit Holder Mentor Roles and Responsibilities](#) document.
- If you have any questions, please contact your Program Coordinator (see "Faculty and Staff" under "About Us" on the [NCSOE website](http://www.ncsoe.org)) or the NCSOE Regional Office at (707) 524-2818.

Your active involvement with your Mentee(s) during these next few weeks can alleviate much of the fear and uncertainty that often accompanies those initial steps into the teaching profession. **Thanks for being there!**

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