



NORTH COAST TEACHER INDUCTION PROGRAM



NORTH COAST
SCHOOL OF EDUCATION

WELCOME MENTORS

The North Coast School of Education **welcomes you** as a professional Mentor for a newly hired teacher in your district. We appreciate your choice to be actively involved in a process that will support and guide a Teacher Induction Candidate through the first days, months and years in the teaching profession! Your role is critical to the success of your Candidate 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 Candidate(s) that is based on their individual needs and the California Standards for the Teaching Profession (CSTP). 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 Candidate.

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

- Take time to meet and get to know your Candidate as soon as possible!
- Complete your online program **enrollment** on the [NCSOE website \(www.ncsoe.org\)](http://www.ncsoe.org).
- Complete **The Launch**, an online welcome experience in Canvas, our learning platform. **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 Candidate a guided tour of your school site, introducing him/her to key staff and faculty members.
- Carefully read the [Mentor Roles and Responsibilities](#) document.
- Let your Candidate(s) know they are required to complete program enrollment and *The Launch Canvas course*. Candidates may want to complete the **optional**, online Canvas course **Starting Out Right** for tips and techniques for starting the year off successfully.
- Familiarize yourself with your site/district goals so you can help your Candidate(s) **set goals on their Individual Learning Plan (ILP) with the assistance of site administration** within the first 60 days of enrollment into NCSOE.
- 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 Candidate(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