

Standard Section	Narrative Response	Documentation (Hyperlinked)
Each Induction program	Candidate growth and development	ILP Document (new
must support candidate	on the California Standards for the	document and link)
development and growth	Teaching Profession (CSTP) is	
in the profession	demonstrated on the Individualized	CSTP Self-Assessment
by building on the	Learning Plan (ILP).	(new document and
knowledge and skills		link)
gained during the	In order to build on the foundational	
Preliminary Preparation	skills gained in candidates'	
program	preliminary preparation programs,	Organizational Chart
to design and implement a	the Teacher Induction Program	
robust mentoring system,	articulates with institutes of higher	
as described in the	education. Our Advisory Board, who	
following standards,	meets two times per year, includes	
that helps each candidate	faculty from local universities who	
work to meet the	share their input regularly as well as	
California Standards for	current and former program	
the Teaching Profession.	participants who can provide insight	
	based on their experiences.	
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	Likewise, LVUSD's Teacher Induction	Teacher Coaching
	Program has designed a rich and	Academy: Training
	research-based mentoring	Schedule (new
	experience that is rooted in a variety	document)
	of models surrounding coaching and	-
	mentoring.	

Induction Standard 1: Program Purpose

Standard Section	Narrative Response	Documentation
		(Hyperlink)
The Induction program's	The Teacher Induction Program's	<u>ILP Document (</u> new
mentoring design must be	mentoring design is informed by	document and link)
based on a sound	Cognitive Coaching, Adaptive Schools,	
rationale informed by	Blended Coaching, and Equity	Summer Coaching
theory and research, and	Coaching, as our leadership team has	Institute: Session 1
must provide multiple	backgrounds in the above models.	Presentation (new
opportunities for	Coaches are required to attend our	link)
candidates to demonstrate	Summer Coaching Institute so that	
growth in the California	they receive training before they	
Standards for the	begin working with their candidate	<u>Coaching</u>

Teaching Profession.	For example, in the first session, coaches will learn about building trust and rapport, blended coaching, the coaching support functions, and listening set-asides (see draft of Session 1 presentation). During every coaching training, coaching skills will be examined, practiced and reflected upon in triads; Coaches will regularly rotate through each role (coach, coachee and meta-coach) so that they are able to experience coaching on	<u>Requirements Policy</u>
	multiple levels to grow their practice. Additionally, coaches receive continuous training throughout the year to support them in professional growth related to their mentoring practice.	<u>Teacher Coaching</u> <u>Academy: Training</u> <u>Schedule</u> (new document)
	Candidates demonstrate growth in the CSTPs by completing the CSTP Self-Assessment and ILP, which allow them to examine the standards, reflect, and select an area of focus.	<u>CSTP Self-Assessment</u> (new document and link)
	Facilitative coaching will be utilized to inform reflective conversations with the ILP and CSTPs.	
The mentoring approach implemented by the program must include the development of an Individualized Learning	The Triad Meeting allows for mentors/coaches and candidates to meet with their site administrators to share site and/or team-specific goals for the year. Within the first 30 days	<u>Triad Meeting Form</u> (updated document and link)
Plan (ILP) for candidates based on needs determined by the teacher and program provider, in consultation with the site administrator and guided	of the start of the program, candidates will have a collaborative meeting with their coach and site administrator in order to develop a strong collaborative and collegial relationship with your instructional	<u>ILP Document (</u> new document and link)
by the Preliminary Program Transition Plan.	leader. In the Triad Meeting they will: 1) inform their administrator about your professional goals and 2) receive administrative feedback and	Organizational Chart

	support for their goals in order to support the development of their Individualized Learning Plan (ILP). As noted on the Triad Meeting document, this must be conducted within the first 30 days of the start of the program. The ILP provides the opportunity for candidates to, in collaboration with their mentors, self-assess, examine one's own teaching practice and document their growth and goals. The Teacher Induction Program articulates with institutes of higher education to ensure seamless transition from their preliminary preparation programs. During their goal setting meetings, candidates will discuss their Preliminary Program Transition Plan with their coaches. They will also have an opportunity to use their Preliminary Program Transition Plan as data to support their growth goals, if applicable.	
The ILP must address identified candidate competencies that support the recommendation for the credential. Mentoring support for candidates must include both "just in time" and longer term analysis of teaching practice to help candidates develop enduring professional skills.	The ILP requires candidates to identify areas of development that are both informed by data and aligned to the CSTPs. The mentoring design includes immediate, "just in time" support for candidates as well as a long-term analysis of a teacher's practice. Mentors are also provided strategies and coursework, rooted in research from the Cognitive and Blended Coaching models, to support candidates in conducting a long-term analysis of their practice.	ILP Document (new document and link) <u>Teacher Coaching</u> <u>Academy: Training</u> <u>Schedule</u> (new document) <u>Coaching Log</u>
	Likewise, mentors observe candidates once each semester. They	<u>Observation</u>

	apply their knowledge and skills of mentoring to provide critical	<u>Document</u> (updated link to include
	feedback and guide candidates through a coaching conversation regarding the observation.	observation tool)
	Mentors and candidates are required to participate in instructional rounds where they select classrooms to observe, based on the candidate's self-identified needs and interests. Release days will be provided to both candidates and mentors for this professional development.	<u>Instructional Rounds</u> <u>Protocol</u>
The program's design features both individually and as a whole must serve to strengthen the candidate's professional practice and contribute to the candidate's future retention in the profession.	Through the Triad Meeting, the collaborative approach to the program allows for site administrators, mentors, and candidates to discuss shared site or team-specific goals and build relationships with one another.	<u>Triad Meeting Form</u> (updated document and link)
	The required 40 hours of coaching will also contribute to the candidate's professional practice.	<u>Coaching Log</u>
	Moreover, our reciprocal model of coaching supports the development of future teacher-leaders, as one of the program's goal is to develop educators with dispositions of leadership qualities that can be utilized in our educational community.	<u>Continuum of Teacher</u> <u>Leadership</u>

Induction Standard 3: Designing and Implementing Individual Learning Plans within the Mentoring System

Standard Section	Narrative Response	Documentation (Hyperlink)
The Individualized	The ILP requires candidates to	<u>ILP Document (</u> new
Learning Plan (ILP) must	develop a roadmap for their	document and link)
address the California	Induction work by identifying a	

Standards for the Teaching Profession and provide the road map for candidates' Induction work during their time in the program along with guidance for the mentor in providing support.	professional growth goal that is supported by the CSTPs. Candidates will use their context for teaching, CSTP Self-Assessment, Triad Meeting information, and data from their coaching conversations to determine their individual area of focus for their ILP. The CSTP Self-Assessment provides an opportunity for candidates to reflect on all aspects of both the standards and their practice. Candidates will complete this document with their coaches, in a coaching conversation that supports candidate reflection.	<u>CSTP Self-Assessment</u> (new document and link)
The ILP must be collaboratively developed at the beginning of Induction by the candidate and the mentor, with input from the employer regarding the candidate's job assignment, and guidance	The Triad Meeting provides an opportunity for site administrators, mentors, and candidates to share site or team-specific goals. Not tied to an evaluation, this meeting allows for all parties to share their objectives for the school year within the first 30 days of the start of the program.	<u>Triad Meeting Form</u> (updated document and link)
from the program staff.	The CSTP Self-Assessment also provides candidates and mentors with time to collaborate, self-assess and reflect on the candidate's areas of growth.	<u>CSTP Self-Assessment</u> (new document and link)
The ILP must include candidate professional growth goals, a description of how the candidate will work to meet those goals, defined and measurable outcomes for the candidate, and planned opportunities to reflect on progress and	The ILP is designed to support candidates in identifying and developing their professional goals. ILP components are as follows: Part 1: Professional Growth Goal Candidates will use the information from their Triad Meeting, CSTP Self- Assessment and coaching conversations to develop a	ILP Document (new document and link)
candidate will work to meet those goals, defined and measurable outcomes for the candidate, and planned opportunities to	Part 1: Professional Growth Goal Candidates will use the information from their Triad Meeting, CSTP Self- Assessment and coaching	

of Teaching as a resource for developing their goal. This goal will be at the heart of their ILP experience.	
Question 1 (cells A and B) asks candidates to identify 1 general area they are interested in developing and reflect on their practice to justify why they choice this area to examine.	<u>ILP Document (</u> new document and link)
Question 2 on the ILP asks candidates to turn the information from question 1 into a measurable, data-driven professional growth goal that is aligned to the CSTPs.	
ILP Part 2: Teaching and Learning Cycles Once candidates develop a standards- based professional growth goal, they will engage in 3 Teaching and Learning Cycles throughout the year. The purpose of the Teaching and Learning Cycles is to provide candidates with a way to break down their goal into smaller, actionable steps that support their movement toward their professional growth goal. Cell 1 and 2 asks candidates to describe the action they will take to work toward their goal and align it with a CSTP. Cell 3 asks candidates to share how this action supports their overall growth Cells 4 and 5 ask for	
overall growth. Cells 4 and 5 ask for candidates to share expected and actual outcomes. As a result of a coaching conversation, cells 6 -8 require candidates to reflect on their experience, identify any support they may need, and modify their goal as needed based on their experience.	
The purpose of the Teaching and Learning Cycles is for candidates to	

	design and engage in instructional practices that speak to their professional growth goal and move their practice along the Continuum of Teaching. These cycles are staggered in windows throughout the year so that candidates are able to design and engage in activities in an authentic way, as they are meant to be embedded into their classroom teaching and learning. ILP Part 3: Reflection After the Teaching and Learning cycles are complete, candidates will reflect upon their experiences. With regards to their professional growth goal, they will reflect on the way(s) they may have grown and developed in their practice. They will use the language from the CTP developmental levels as a guide and provide evidence to demonstrates this growth. The ILP Flow Chart is a visual that helps candidates to understand how each component of the ILP speaks to the next. This chart was added to the ILP document, along with more explicit directions to support the candidate's understanding of their work. Our ILP is designed to be a year-long process that supports candidates in achieving depth in advancing toward their professional growth goal; candidates will complete 1 ILP each year.	ILP Flow Chart (new document and link)
The candidate's specific	Candidates' individual teaching	<u>CSTP Self-Assessment</u>
teaching assignment	assignment will provide the content	(new document and
should provide the	for their professional development.	link)

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appropriate context for the development of the overall ILP; however, the candidate and the mentor may add additional goals based on the candidate's professional interests such as, for example, advanced certifications, additional content area literacy, and early childhood education.	Using the CSTP Self-Assessment and information from their Triad Meeting, candidates and their mentors will work collaboratively to identify goals, based on the CSTPs, that best meet the candidate's needs and interests. The CSTP Self-Assessment supports candidates in gaining a better understanding of their proficiency within each CSTP. They will assess with their coaches during coaching conversations at the start of the year and will re-assess again to track their	<u>ILP Document (new</u> document and link) <u>Triad Meeting Form</u> (updated document and link)
Within the ILP, professional learning and support opportunities must be identified for each candidate to practice and refine effective teaching practices for all students through focused cycles of inquiry.	growth in the CSTPs over time. As they are open-ended and applicable for teachers in all contexts, the Teaching and Learning Cycles (focused cycles of inquiry, broken down into tangible steps) within the ILP provide candidates with an opportunity to practice and refine their teaching skills and instructional strategies. To that end, cell 7 asks candidates to identify any support they may need, including professional learning, trainings, resources, etc.) for moving forward in refining their craft. C	<u>ILP Document (new</u> document and link)

Standard 4: Qualifications, Selection and Training of Mentors

Standard Section	Narrative Response	Documentation
		(Hyperlink)
The Induction program	Individuals must fulfill the following	Criteria for Coaches
assigns qualified mentors	requirements in order to qualify to be	
and provides guidance	a mentor:	<u>Coach Memo</u> and
and clear expectations for	 Knowledge of the context and 	<u>Application</u>
the mentoring experience	content area of the PTs	
based on the program's	teaching assignment	

design.	 A demonstrated commitment to professional learning, reflection, and collaboration The ability, willingness, and flexibility to meet the PTs needs for support A clear teaching credential A minimum of four years of effective teaching experience, with the last two in LVUSD 	
 Qualifications for mentors must include but are not limited to: Knowledge of the context and the content area of the candidate's teaching assignment Demonstrated commitment to professional learning and collaboration Possession of a Clear Teaching Credential Ability, willingness, and flexibility to meet candidate needs for support Minimum of three years of effective teaching experience 	The application for coaches details all associated requirements for the position and outlines roles, responsibilities and expectations. The Credential Program Coordinator works closely with the Credential Analyst to review applicants' credentials to help ensure a strong match between candidate and coach. Coaches are selected and assigned through a collaborative process between the Program Coordinator and site administrators, as site administrators know their teachers best and can harness their mentors' strengths to best meet candidates needs. Both parties review the completed applications and discuss the most effective pairings. Coaches are paired with new teachers based on requirements and criteria, context for teaching and credentials held.	<u>Coach Memo</u> and <u>Application</u>

Guidance and clear expectations for the mentoring experience provided by the program must include but are not limited to: • Providing "just in time"	The required 40 hours of coaching will contribute to the candidate's professional growth as mentors will provide both "just in time" support and assist candidates in long-term analysis of their teaching practice. Coaches will document their interactions with candidates on the	<u>Coach Memo</u> and <u>Application</u> <u>Coaching Log</u>
support for candidates, in accordance with the ILP, along with longer- term guidance to promote enduring professional skills	Coaching Log. Through a reflective conversation that is centered around the CSTPs, coaches will support candidates in self-assessing their own strengths and areas of needs while examining their professional practice.	<u>CSTP Self-Assessment</u> (new document and link)
 Facilitation of candidate growth and development through modeling, guided 	Through the use of instructional rounds, candidates and coaches will observe colleagues as a means to examine and reflect on the	Instructional Rounds Protocol
reflection on practice, and feedback on classroom instruction	candidate's own practice. Coaches are required to complete 2 formal observations of their candidates each school year. This formal process supports mentors in providing specific feedback based	<u>Observation Form</u> (updated link)
	around the candidate's inquiry question and classroom practices.	<u>CSTP Self-Assessment</u> (new document and link)
	Coaches will engage candidates in a reflective conversation that is centered around the CSTPs. This will support candidates in reflecting on their practice, individual strengths, and areas of growth.	
• Connecting candidates with available resources to support their professional growth and accomplishment of the	The Triad Meeting between the site administrator, candidate and mentor, allows for a collaborative discussion on shared site or team-specific goals and build relationships with one another. It is also a time for	<u>Triad Meeting Form</u> (updated document and link)
ILP	administrators and mentors to share	

	the resources available to support the candidate's professional growth. Likewise, within the ILP, coaches and candidates identify support opportunities that will help the candidate in moving forward in refining their teaching practice. LVUSD's Certificated Staff Development website details the most current list of professional learning opportunities within the district that are available to teachers. These PD opportunities are not required for Induction, but rather, are available as choices, should a candidate want to learn more or attend targeted PD in a certain area or topic to develop their teaching skills.	Professional Learning Opportunities
• Periodically reviewing the ILP with candidates and making adjustments as needed	Coaches will periodically review the ILP document with candidates and assist them in making any changes, if needed. Coaches are made aware of their responsibilities and expectations during the application process.	ILP Document (new document and link)Coach Application MemoCriteria for Coaches
 The program must provide ongoing training and support for mentors that includes, but is not limited to: Coaching and mentoring Goal setting Use of appropriate mentoring instruments Best practices in adult learning Support for individual mentoring challenges, reflection on mentoring 	The Teacher Coaching Academy Training Schedule details the trainings and classes that they will need to develop their mentoring skills throughout the year. The courses provided will cover coaching and mentoring skills and strategies, best-practices related to both mentoring and adult learning, and current research on coaching. Current research and best practices in adult learning are embedded in all coaching trainings provided, as is a triad coaching model of	Teacher Coaching Academy: Training Schedule (new document)CSTP Self-Assessment (new document and link)ILP Document (new document and link)

practice, and opportunities to engage with mentoring peers in professional learning networks • Program processes designed to support candidate growth and effectiveness	coachee/coach/meta-coach, as are opportunities for reflection and coaching support. Using the process of a reflective conversation aligned with the CSTPs, coaches will support candidates reflecting on their professional growth, successes, and areas of need. Coaches are required to attend our Summer Coaching Institute so that they receive training before they begin working with their candidate For example, in the first session, coaches will learn about building trust and rapport, blended coaching, the coaching support functions, and listening set-asides (see draft of Session 1 presentation). During the every coaching training we offer (including the summer institute), coaching skills will be examined, practiced and reflected upon in triads; coaches will regularly rotate through each role (coach, coachee and meta-coach) so that they are able to experience coaching on multiple	Summer Coaching Institute: Session 1 Presentation (new link) Teacher Coaching Academy: Training Schedule (new document)
	Session 1 presentation). During the every coaching training we offer (including the summer institute), coaching skills will be examined, practiced and reflected upon in triads; coaches will regularly rotate through each role (coach, coachee and meta-coach) so that they are able to experience coaching on multiple levels to grow their practice. In this forum, they will also share their	
	coaching experiences to be able to both gain support and coach each other through any struggles they may encounter.	

Standard 5: Determining Candidate Competence for the Clear Credential Recommendation

The Induction program	Candidates demonstrate growth in	CSTP Self-Assessment
must assess candidate	the CSTPs by completing the CSTP	(new document and
progress towards mastery	Self-Assessment and ILP, which allow	link)
of the California Standards	them to examine the standards,	

<i>for the Teaching Profession</i> to support the recommendation for the clear credential.	reflect, and select an area of focus. This self-assessment is completed during a coaching conversation and is revisited during the year so that candidates can reflect on their growth over time.	<u>ILP Document (</u> new document and link)
The documentation of candidate progress must reflect the learning and professional growth goals indicated within the Individualized Learning Plan and evidence of the candidate's successful completion of the activities outlined in the ILP.	The ILP requires candidates to identify areas of development that are both informed by data and aligned to the CSTPs.	<u>ILP Document (</u> new document and link)
Prior to recommending a candidate for a Clear Credential, the Induction program sponsor must verify that the candidate has satisfactorily completed all program activities and requirements, and that the program has documented the basis on which the recommendation for the clear credential is made.	The Documentation Review Panel is a group of current or experienced coaches who convene at the end of every academic year to review each program candidate's coursework. The Documentation Review panel provides program feedback based on the observations, trends, data they share when scoring the ILPs. During this progress, they panel will document candidate growth on the Continuum of Teaching Practice in order to track and assess progress toward mastery along the continuum.	Documentation Review Panel Policy <u>and Contract</u> (updated link)
	Formative feedback is provided to candidates both in-person and digitally as they complete a portion of their coursework using a learning management system. The Program Coordinator and administrative support staff, including the Credential Analyst, will use a shared Google Sheet to track	<u>Teacher Induction</u> <u>Program Candidate</u> <u>Checklist</u> (new link)

The program sponsor's	and verify that candidates have satisfactorily completed all program requirements prior to recommending them for a Clear Credential. The Credential Analyst, Program Coordinator, and the Director of Education and Leadership review all recommendations before submitting to the Commission on Teacher Credentialing. The Program Coordinator works in close conjunction with our district's Credential Analysts, who have attended CTC trainings, to review CTC requirements have been met prior to recommending candidates for their credential. The Program Coordinator makes a recommendation to Director of Education and Leadership that a candidate has met all induction program requirements in alignment with the Documentation Review Panel. The Director of Education and Leadership, in conjunction with our Credential Analysts, work closely to ensure that every candidate has met the full breadth of requirements for a clear credential. Once verified, the Director of Education and Leadership makes a recommendation to Commission on Teacher Credentialing. The Documentation Review Panel	Documentation
verification must be based on a review of observed and documented evidence, collaboratively assembled by the candidate, the mentor and/or other	assesses evidence provided by the candidate on a quarterly basis.	<u>Review Panel Policy</u> <u>and Contract</u> (updated link) <u>ILP Document (new</u>
colleagues, according to the program's design.		document and link)

		<u>Triad Meeting Form</u> (updated document and link)
The Induction program's recommendation verification process must include a defensible process of reviewing	The Documentation Review Panel uses the ILP Scoring Rubric to assess and score each candidate's coursework.	Documentation <u>Review Panel Policy</u> <u>and Contract</u> (updated link)
documentation, a written appeal process for candidates, and a procedure for candidates	The ILP Rubric is directly aligned to the Individualized Learning Plan in a number of ways. Structurally, the rubric is organized in a way that mirrors the ILP so that the	<u>ILP Scoring Rubric</u> (updated document and link)
to repeat portions of the program, as needed.	Documentation Review Panel can provide feedback targeted toward isolated areas of the ILP; in this way, candidates will receive specific	Appeals Policy and Process (new link) Program Repeat
	feedback to support them in their growth both within the ILP and, more	Policy (new link)
	generally, in their developing practice. Additionally, the rubric supports candidate growth toward	Program Extension Policy
	mastery in the CSTPs, as candidates will develop and work toward a CSTP-aligned professional growth	Program Transfer Policy
	goal. The Panel will use the rubric to determine progress toward mastery on the CSTP.	<u>Program Fees for</u> <u>Participants Outside</u> <u>LVUSD</u>
	Candidates can appeal the score provided by the Documentation Review Panel by following the appeals process.	
	Program Repeat Policy: Candidates are expected to make reasonable academic progress toward obtaining a Clear credential	
	by the end of the program year. All requirements for each year must be met by the set due dates. Candidates who do not complete the requirements within the set time	
	frame may a) be asked to repeat a	

portion of the program and b) will not be permitted to enroll in the program for the following year until all work is completed.	
Candidates who would like to be granted a program extension must follow the procedures outlined in the Program Extension Policy.	

Standard Section	Narrative Response	Documentation (Hyperlink)
The program must regularly assess the quality of services provided by mentors to candidates, using criteria that include candidate feedback, the quality and perceived effectiveness of support provided to candidates in implementing their Individualized Learning Plan, and the opportunity to complete the full range of program requirements.	All stakeholders who participate in the program in various ways will be surveyed and asked to provide regular program feedback. Feedback will be collected digitally and data will be tracked and formally shared bi-annually. Program participants will be surveyed bi-annually via a Mid-Year Survey and an End of Year Survey. A copy of the mid-year survey is attached. All program candidates will complete the first and last sections and will complete the middle portion for the program in which they are enrolled (we will be offering multiple credential programs). They survey will be administered via Google Forms but a PDF printout is attached.	Program Assessment Matrix Program Participant Survey (new link to PDF printout of survey)
Induction program leaders must provide	Coaches meet regularly for targeted trainings and feedback. These	<u>Teacher Coaching</u> <u>Academy: Training</u>

Standard 6: Program Responsibilities for Assuring Quality of Program Services

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formative feedback to mentors on their work, including establishment of collaborative relationships.	trainings will ensure that mentors receive ongoing professional development of their coaching skills and formative feedback. During trainings, mentors will use the Continuum of Mentoring Practice to regularly engage in reflection on their practice and will be required to complete a Coaching Self- Assessment. Formative feedback will also come from data from a variety of sources including but not limited to coaching logs, reflective journals surveys, and targeted trainings. Coaches will complete feedback forms after every training they attend; while the first question may vary to assess specific skills, needs or understandings, the following questions will remain consistent and on each form: 1. What resonated with you from today's training? Why? 2. How might you use this in your coaching practice? 3. How might we improve today's training? 4. Additional needs or feedback? In addition to the feedback forms that coaches complete after each training, they will also be surveyed biannually, once mid-year and once at the end of the year. The survey will establish baseline data and contribute to setting program improvement goals; it will assess the extent to which coaches and candidates develop strong mentoring relationships, and coaching practices, among other	Schedule (new document)Coaching LogsReflective Journal for Coaches (new link)Training Feedback Form (new link)Schedule (new link)
	goals.	Administrator Survey
		Autoriator Survey

	 Site administrators will also be surveyed annually to ascertain the quality and effectiveness of the program. More specifically, we will examine the extent to which administrators: understand program goals understand various roles and responsibilities are involved in mentor selection feel supported when questions arise support participating teachers and coaches 	(new link to PDF printout of survey)
Clear procedures must be in place for the reassignment of mentors, if the pairing of candidate and mentor is not effective.	If the initial pairing between the candidate and coach is unsuccessful for any reason, this match may be revised. Candidates are informed of this option during their orientation, and it is provided in writing in their handbook.	<u>Coach Reassignment</u> <u>Policy</u>
The program must provide a coherent overall system of support through the collaboration, communication and coordination between candidates, mentors, school and district administrators, and all members of the Induction system.	The program delivers a comprehensive system of support for candidates through purposeful coach pairings, targeted seminar courses, focused coursework, opportunities for collaboration with colleagues and coaches, and site administrator meetings.	<u>Organizational chart</u>