



Teacher Induction Preconditions Evidence Guidance

*Preconditions are based on state laws or Commission policy. While one Precondition can be Met with a Statement of Assurance by the Unit Head, many need evidence in the form of documents, data or other types of evidence. *Please insert bookmarks in documents so that readers can find the specific part of the document or handbook.*

Precondition	Evidence for Precondition
<p>1. Each Induction Program must be designed to provide a two-year, individualized, job-embedded system of mentoring, support and professional learning that begins in the teacher’s first year of teaching.</p>	<p><u>Example of Sufficient Evidence</u> Link or Bookmark* to the specific section in the Candidate/Program Handbook, Recruitment Information or other authentic programmatic documentation that each candidate receives describing the design of program. Must include clear language indicating all of the following:</p> <ol style="list-style-type: none"> 1) the program is two years in length, 2) is job embedded 3) is focused on mentoring and support, and 4) begins in the first year of teaching. <p><u>Example of Insufficient Evidence</u> Statement of assurance by program director or unit head.</p>
<p>2. The Induction Program must identify and assign a mentor to each participating teacher within the first 30 days of the participant’s enrollment in the program, matching the mentor and participating teacher according to credentials held, grade level and/or subject area, as appropriate to the participant’s employment.</p>	<p><u>Example of Sufficient Evidence</u> Two things are needed:</p> <ol style="list-style-type: none"> 1) policy statement (i.e. Mentor matches, mentor selection criteria, within 30 days of enrollment) in candidate/program handbook, recruitment materials, or other authentic programmatic material and 2) data from databases/spreadsheets showing date of enrollment, date of match with mentor, and credentials/grade level/subject held for the most recent or current year or other evidence that demonstrates that the institution implements the procedure in accordance with the precondition. Example Table Available. <p><u>Example of Insufficient Evidence</u> Statement of policy by program director but no data is provided.</p>
<p>3. Each Induction Program must assure that each participating teacher receives an average of not less than one hour per week of individualized</p>	<p><u>Example of Sufficient Evidence</u> Two things are needed:</p> <ol style="list-style-type: none"> 1) Policy statement on this topic embedded in candidate/program handbook, recruitment materials, website or other authentic programmatic material, and



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support/mentoring coordinated and/or provided by the mentor.	<p>2) Description of the process the program uses to track candidate support and how the program monitors that meetings are taking place during the year (not to exceed 200 words).</p> <p><u>Example of Insufficient Evidence</u> Assurance statement from program director or unit head.</p>
4. Goals for each participating teacher must be developed within the context of the Individual Learning Plan (ILP) within the first 60 days of the teacher’s enrollment in the program.	<p><u>Example of Sufficient Evidence</u> Two things are needed:</p> <ol style="list-style-type: none"> 1) Copy of policy statement in candidate or program handbooks, recruitment material, or other authentic programmatic material, and 2) Describe the process the program uses to monitor the development of ILPs and how the program knows this takes place within 60 days of enrollment (not to exceed 200 words). <p><u>Example of Insufficient Evidence</u> Statement of Assurance by program director or unit head.</p>
5. The ILP must be designed and implemented solely for the professional growth and development of the participating teacher and not for evaluation for employment purposes.	<p><u>Example of Sufficient Evidence</u> Statement of Assurance by unit head and a link or bookmark directly to the policy in candidate or program handbook. In a single district program the statement of assurance by the unit head is sufficient. When the institution is not the sole employer of all of its candidates, a sample MOU with a partnering employer must be submitted. The MOU must state that employer understand that the ILP may not be used for evaluative purposes.</p> <p><u>Example of Insufficient Evidence</u> Statement of Assurance by program director.</p>
6. An Induction Program sponsor must make available and must advise participants of an Early Completion Option for “experienced and exceptional” candidates who meet the program’s established criteria.	<p><u>Example of Sufficient Evidence</u> Link or bookmark to participant handbook or recruitment materials with required information on ECO or link to application process that describes the ECO option. The submitted materials need to define experienced and exceptional criteria for the program.</p> <p><u>Example of Insufficient Evidence</u> Statement of Assurance by program director or unit head.</p>