



North Coast Teacher Induction Program

CANDIDATE ROLES AND RESPONSIBILITIES

Role of the Candidate:

In the *North Coast Teacher Induction Program* (NCTIP), Candidates grow and improve in their ability to reflect upon and apply the *California Standards for the Teaching Profession (CSTPs)* and the specific pedagogical skills for subject matter instruction beyond what was demonstrated for the preliminary credential. Candidates develop an Individual Learning Plan (ILP) that includes professional growth goals and a description of measurable outcomes. Candidates complete job-embedded formative assessment Inquiries with their Mentor Teachers and collect evidence of competency to demonstrate completion of the Induction Program. They utilize the California State Content Standards, Common Core State Standards, performance levels for students, curriculum frameworks, and instructional materials in the context of their teaching assignment. Candidates protect and support all students by designing and implementing equitable and inclusive learning environments. They maximize academic achievement for students from all ethnic, race, socio-economic, cultural, academic, and linguistic or family background; gender, gender identity, and sexual orientation; students with disabilities and advanced learners; English Learners; and students with a combination of special instructional needs.

Candidate Responsibilities:

- 1. Advisement:** District staff notifies eligible Candidates about Induction and clear credential requirements at the start of the initial teaching contract, and secures signatures on the NCTIP *Advisement Form*, which will be placed in the Candidate's personnel file as proof of advisement.
- 2. Registration:**
 - Candidates are to complete the NCTIP online enrollment process: www.ncsoe.org.
 - Candidates are to complete an Individual Learning Plan (ILP) in collaboration with their mentor and site administrator within the first 60 days of enrollment.
 - First year Candidates are required to complete the online *Starting Out Right* class by September 30th or within the first 30 day of hire.
- 3. Mentor Teacher:** Each Candidate is assigned a Mentor Teacher. Mentors meet weekly with their Candidate(s), attend and participate in seminars with their Candidate(s), and review documents prior to submission.
- 4. Reassignment of a Mentor:** Each Candidate is assigned a Mentor Teacher. If, for any reason, a Candidate and Mentor are not working together effectively, please inform your District Coordinator, Lead Facilitator, Program Coordinator or Regional Director regarding a possible reassignment (see *Reassignment Policy* for additional information).
- 5. Meetings/Professional Development:** Candidates meet with their Mentor a minimum of ten (10) hours per month, meeting weekly, and are required to attend professional development seminars. Attendance records are monitored and maintained by NCTIP. Candidates use a *Reflective Conversation Log* to document weekly meeting time with their Mentor. **NOTE: First year Candidates are also required to complete the online *Starting Out Right* class.**
- 6. Formative Assessment:** With the guidance of their Mentor, Candidates complete formative assessment and Inquiry specific activities. Mentors observe lessons to gather formative assessment evidence. Formative assessment results are used to guide professional development and not for the purpose of teacher evaluation or employment decisions.
- 7. Canvas LMS and Portfolio Reader:** Each Candidate is assigned a Portfolio Reader who reads and reviews all Inquiry credential submissions and provides ongoing feedback. Candidates are required to submit Inquiry credential submissions in Canvas (our online Learning Management System). There are deadlines for submission of the assignments to Readers.

8. Professional Credential Portfolio: It is the responsibility of each Candidate to document and submit professional quality Inquiry credential submissions in his/her Professional Portfolio for the California Clear Credential.

**** IMPORTANT:** Failure to meet the required submission deadlines may result in termination from the program. See *Failure to Submit* policy for details.

9. Credential Completion: It is the responsibility of each Candidate to accumulate evidence of reflective practice, to document all professional credential requirements, to compile Inquiry evidence in his/her Professional Portfolio, attend all in-person and online professional learning seminars, and complete annual local and state surveys in support of an application for a California Clear Credential. NCTIP supports and facilitates this process. Only those Candidates who have met all requirements will be recommended for a Clear Credential. Some Candidates may have additional requirements beyond Induction - the Credential Advisor will notify the Candidate of any additional requirements before the program files for the Clear Credential. The Professional ePortfolio is transportable, enabling teachers to move from one Induction Program to another.

10. Transfer Candidates: If a Candidate has completed their first year of Induction with a different program, the Candidate is required to provide the regional office with the following:

- Year 1 CTIP Induction program name and contact information
- Evidence of Year 1 completion of CTIP

11. Purchasing University Credit for Induction Coursework:

• **Extended Ed Units**

Teachers who participate in the *North Coast Teacher Induction Program* may be eligible to receive Extended Education Units through Humboldt State University (HSU) or the University of the Pacific (UOP) for coursework completed each semester. Many school districts allow teachers to utilize units to advance on their salary schedule. This is especially beneficial to teachers who are just beginning their career. Each district has specific policies about using units for movement on the salary schedule. Check district policy before purchasing units.

Refer to the *Extended Education Policy* on the website for details about applying for units: www.ncsoe.org.

In order to receive the extended education units, Candidates agree to complete the requirements as described in the *Roles and Responsibilities*. Should a Candidate apply for extended education units and be unable to complete their Roles and Responsibilities, he/she will receive an incomplete and will not receive the units until he/she is able to fulfill all of the requirements.

It is the Candidate's responsibility to verify with the university that the requested units have been recorded properly. Transcripts are ordered directly from university.

• **Graduate Level Units**

NCTIP partners with other colleges and universities to provide credit options for California Teacher Induction coursework leading to advanced degrees. More information can be found on our website: www.ncsoe.org. If a Candidate has completed Induction and plans to apply for an advance degree program, Verification of Completion can be requested by contacting the regional office.