



North Coast Teacher Induction Program

DISTRICT COORDINATORS – FALL WELCOME LETTER

To: District Coordinators
From: Karen Ricketts and NCTIP Staff
Re: CA Teacher Induction Start-up for New Teachers

As the 2017-18 school year begins, I would like to thank you for all that you do to support Candidates and Mentors in your districts. Your role is critical to the success of the NCTIP partnership with your district and to teaching and learning for each new teacher as they embark on their career in education.

Information provided on the NCSOE website will help you and your participants begin the new school year. The following information should help your job go more smoothly:

1. Your annual updated Roles & Responsibilities.
2. Talking Points for:
 - a. Human Resource Staff: Please review the contents of this letter with the Human Resource contact person in your district. We also emailed a similar letter and Advisement Form for CA Teacher Induction teachers directly to them, but it always helps to have you review the information. Please follow up to be sure they ended up with the right person.
 - Credential Intake Form & Categories of Teachers**: As you verify the credential of each new hire, these documents will guide your placement of teachers in the appropriate Support/Credential program. Please make a copy of the Credential Intake Form for your District Coordinator's files.
 - Information for New Hires**: This will be helpful as you meet with new teachers during the hiring process. District Coordinators please distribute your name, contact information and NCTIP handout to all new teachers. Remember to remind ALL new teachers and mentors to complete the enrollment process on our website in August or upon hire (www.ncsoe.org).
 - Advisement Forms**: All teachers holding a preliminary credential must be advised of their clear credential requirements. All teachers are to complete the *NCTIP Advisement Form* and submit for their personnel file in your district office.
 - b. Candidates: Be sure to touch base individually with each new teacher. You can use this as a handout if you would like.
 - c. Mentors: Thank you for your part in securing well-qualified Mentors to work with Candidates. Mentors are the most important aspect of a support system for new teachers!
 - d. Mentor Documents: Information such as a welcome letter, The NCSOE Mentoring-Based System, Roles & Responsibilities, "Moving Beyond Survival" handout, and the Checklist for Site Orientation are all helpful for Mentors to get started. **Within 2 weeks of program enrollment, all Mentors must complete the program's online Mentor Orientation available via their NCSOE profile.**

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

3. Rosters:

- a. Roster to Program: It is IMPORTANT that you submit and update your online roster as needed. This helps us plan our professional development series and ensure that we have enough materials and supplies for the Candidates and Mentors. Thank you!

4. Mentor Application:

- a. It is *critical* that all Mentors have on file with you a current Mentor application, which can be found online. Please use this application if your district doesn't have one of its own. Thank you.

Again, THANK YOU for all you do to support new teachers. We appreciate you!

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