



Hanford Elementary School District
Induction Program

CANDIDATE LETTER OF COMMITMENT

Candidate: _____
(Print Name)

I understand that participation in the HESD Induction Program is intended to build upon university work and previous teaching experience and, for eligible participating teachers, will lead to a clear credential. An individualized support system will be used to guide professional development. Work in this program will not be used for evaluative or employment purposes. I understand that my Responsibilities as an Induction Candidate are as follows:

- Review my eligibility for Induction with the District's Human Resources Department.
- Develop a thoughtful relationship with my Induction Mentor characterized by openness, sharing and reflection.
- Meet with my Induction Mentor a minimum of one hour every week to receive "just in time" mentoring and satisfactorily complete all program requirements. Mentoring will begin in August and run through June. Weekly contact time will include instructional as well as non-instructional time.
- Complete and modify an Individualized Learning Plan (ILP) based on the *California Standards for the Teaching Profession (CSTP)* and the Induction Standards with the assistance of my Induction Mentor, collect evidence (in the form of a portfolio) of completion of my professional growth activities.
- Maintenance of effort to stay abreast of all components of the portfolio by meeting established deadlines. Failure to meet expectations and complete the necessary tools will result in being placed on Advisement Status.
- With support from my Induction Mentor, develop and complete a professional development plan, based on the Individualized Learning Plan (ILP).
- Initiate contact with Site Administrators in the Fall and Spring to receive input in the development of the ILP.
- With Induction Mentor guidance, select and attend professional development workshops and seminars provided by the Induction Program in chosen area(s) of focus in accordance with my ILP.
- Attend all required meetings provided by the Induction Program.
- Participate in informal and formal classroom observations provided by my Induction Mentor, including pre and post conferences. (Information gathered regarding **practice/performance** is confidential. Information regarding **completion** may be shared with site/district/program administrators.)
- Understand Early Completion Option requirements and have been informed of this option at Orientation.
- Following portfolio pacing guide timelines, collect, maintain and submit all documents to the electronic portfolio system as evidence of completion of requirements for clear credential recommendation.



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- Understand that progress will be monitored. I will receive feedback from Induction Mentors and Program Director after I complete and electronically submit my work. I understand that I am expected to revise work that does not meet minimal standards and resubmit to Program Director through the electronic portfolio system.
- Participate in the program evaluation process including New Teacher Network evaluations and the Induction Program Surveys and comply with program reporting procedures.
- Grant permission to collect relevant documentation from my teacher preparation program, including the Teacher Performance Assessment (TPA), Transition Plan and Induction Development Plan (IDP).
- Initiate contact with the Program Director immediately if I am dissatisfied at any time with the support the Induction Mentor is offering. The Candidate/Mentor policy has been explained and is available in its entirety in the Induction Program Handbook.
- Understand that I will be given release day(s) each year to observe exemplary teachers. I will provide reflections on observed teaching practice.
- Understand that special assistance is available, should I request it.
- Understand that a grievance/appeal process is available if I am unsuccessful in completion of the Induction Program.
- Read and understand my responsibilities located in the Induction Program Handbook. Become familiar with the policies and procedures and follow all guidelines within it.
- Conclude my Induction into the teaching profession by participating in an end of year presentation. I understand that the purpose of the end of year presentation is to allow me the opportunity to articulate the professional growth I've made and how I will apply this knowledge to support my professional goals in the future and maximize student achievement. **(Year 2 and ECO only)**

I have read the Candidate Responsibilities as described above and agree to follow them to the best of my ability. I understand that all program requirements must be successfully fulfilled in the timeline established by the district in order to receive a recommendation for a California clear credential. If, for any reason, I am unable to participate fully in the Induction Program, I understand that I must contact the Director of Curriculum and Instruction directly. I further understand that extensions will only be granted under extenuating circumstances (see Program Extension Policy) and any time beyond the timeline established by the district may result in financial costs on my part to complete Induction.

Candidate's Signature

Date