



Hanford Elementary School District
Induction Program

MENTOR LETTER OF COMMITMENT

Mentor: _____

(Print Name)

I understand that serving as a Mentor in the HESD Induction Program involves helping Candidates build upon university work and previous teaching experience in order to improve instructional practice and, for eligible candidates, supporting them in earning their clear credentials. I will use an individualized support system to guide a candidate's professional development which will not be used for evaluative or employment purposes. I understand that I will be expected to give generously of my time and expertise to the candidate to whom I am assigned.

To fulfill the role of Mentor, I must:

- Understand and respect the confidentiality between the Candidate and Induction Mentor. Information gathered regarding practice/performance is confidential. Information regarding completion may be shared with site/district/program administrators.
- Develop a trusting and reflective professional partnership with assigned Candidates.
- Provide weekly, on-site support to each Candidate a minimum of one hour every week per candidate, to receive "just in time" mentoring and assist Candidate to 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 a contact log on all weekly support detailing date, time and type of support/purpose. Identify if support is a make-up session. Contact logs are due at the end of each trimester.
- Assist Candidates in developing an Individualized Learning Plan (ILP) based on *The California Standards for the Teaching Profession*, the Induction Standards and the District's goals and support the Candidates in making periodic adjustments based on feedback from formative assessments and similar sources.
- I will develop my knowledge of the Induction Program Standards.
- Assist the Candidate in developing and completing a professional development plan, based on the Individualized Learning Plan (ILP).
- Assist each Candidate in developing and maintaining documentation as evidence of the teacher's professional growth activities and of meeting requirements for clear credential recommendation.
- Provide feedback on Candidate's ILP (as indicated) after Candidate completes and electronically submits work.
- If Candidate fails to meet the established deadlines, complete the Plan of Action to notify Candidate of necessary steps to avoid being placed on Advisement Status.
- Model/demonstrate a lesson or lessons for each Candidate I am supporting, as appropriate.
- Schedule and attend with Candidates observation of veteran teachers and complete and attach post observation form to Contact Log.



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- Plan, participate in, and facilitate support and training activities for Candidates including all scheduled New Teacher Networks.
- Participate in the Induction Mentor orientation, Induction Mentor collaborations, and additional professional development trainings scheduled for Induction Mentors to improve my skills and knowledge.
- Communicate regularly with the Director of Curriculum and Instruction regarding program effectiveness, the formative assessment system, and Candidate working conditions.
- Participate in the program evaluation process including the Induction Program Survey and comply with District and program reporting procedures.
- Communicate questions or concerns about the program, including Candidate assignment to the Director of Curriculum and Instruction.
- Read and understand my responsibilities located in the Induction Program Handbook. Become familiar with the policies and procedures and follow all guidelines within it.

I have read the Induction Mentor responsibilities described above and agree to follow them to the best of my ability. I understand that I am responsible for fulfilling all Induction Mentor requirements, including attendance at Induction Mentor collaborations and trainings and completion of documents required by the program. I understand that my work as an Induction Mentor is crucial to the success of the Candidates.

Induction Mentor Signature

Date