1. **Accreditation and Academic Credit.** The programs(s) must be operated by:
   a. **Institutions of higher education:** a college or university that (i) is fully accredited by the Western Association of Schools and Colleges or another of the six regional accrediting associations, and (ii) grants baccalaureate academic credit or post baccalaureate academic credit, or both. An institution approved to offer educator preparation in California must notify the Commission within 30 days if its regional accreditation status changes.
   b. **School districts or other non-regionally accredited entities:** The Superintendent or CEO of the district or entity shall submit verification of the governing board’s approval of sponsorship of the program.

   **Program Response:** The Superintendent of the San Juan Unified School District, which sponsors the San Juan Unified School District Induction Program, submits a letter of verification as evidence that the governing board approves sponsorship of the program.

   **Evidence:** [SJUSD Superintendent’s Verification](#)

2. **Enrollment and Completion.** Once a candidate is accepted and enrolls in an educator preparation program, the approved program sponsor must offer the approved program, meeting the adopted standards, until the candidate:
   i. completes the program;
   ii. withdraws from the program;
   iii. is dropped from the program based on established criteria; or
   iv. is admitted to another approved program to complete the requirements, with minimal disruption, for the authorization.

   In the event the program closes, a teach out plan, which includes individual transition plans for each candidate as well as a plan for candidates and graduates to access their student records would need to be developed.

   **Program Response:** Once a candidate is accepted and enrolls in the San Juan Unified School District’s Induction program, San Juan Unified School District Induction program agrees to offer the approved program, meeting the adopted standards, until the candidate (i) completes the program; (ii) withdraws from the program; (iii) is dropped from the program based on established criteria; or (iv) is admitted to another approved program to complete the requirement, with minimal disruption, for the authorization.

   In the event the San Juan Unified School District Induction Program closes, a teach out plan would be developed. This would include an individual transition plan for each candidate and a plan for candidates and graduates to access their student records.

   **Evidence:** [Matrix of Enrollment and Completers](#)
   [Candidate Letter of Commitment](#)
   [SJUSD Induction Certification of Completion](#)
3. **Responsibility and Authority.** To be granted continuing accreditation by the Committee on Accreditation, the entity shall provide the following information:
   a. Identify the position within the organizational structure that is responsible for ongoing oversight of all educator preparation programs offered by the entity (including educator preparation programs offered by an extension division, if any).

   **Program Response:** The San Juan School District assures that there are identified positions within the organizational structure that are responsible for ongoing oversight of all educator preparation programs offered by this institution. The identified individuals are Rick Messer, Assistant Superintendent and Shannan Brown, San Juan Teacher’s Association’s President. The attached organizational chart identifies the relationship between these positions and other positions within the Induction Program and District.

   **Evidence:** [SJUSD Organizational Chart](#)

   b. Provide a description of the reporting relationship between the position described in (a) and the individual(s) who coordinate each educator preparation program offered by the entity. If a reporting relationship is indirect, describe the levels of authority and responsibility for each educator preparation program. Include an organizational chart for the institution as well as the division(s) within the institution responsible for the oversight of educator preparation programs; include any parent organization, outside organization(s), or partner(s) who will be involved in the oversight of the educator preparation unit and/or responsible for any aspect of program delivery.

   **Program Response:** The attached Organization Chart and Liaison Communication System identifies the reporting relationship between the stakeholders.

   **Evidence:** [SJUSD Induction Liaison Communication System](#)  
   [SJUSD Organizational Chart](#)

   c. Provide policies to ensure that duties regarding credential recommendations are provided solely by persons who are current employees of the Commission approved institution.

   **Program Response:** San Juan Unified School District employs a Human Resource Analyst and Personnel Technicians who provide credential recommendations for the candidates who complete Induction.

   **Evidence:** [Human Resource Analyst job description](#)  
   [Personnel Technician job description](#)

4. **Lawful Practices.** To be granted continuing accreditation by the Committee on Accreditation, a program of professional preparation must be proposed and operated by an entity that makes all personnel decisions without unlawful discrimination. These decisions include decisions regarding the admission, retention or graduation of students, and decisions regarding the employment, retention or promotion of employees.

   **Program Response:** The San Juan Unified School District, in conjunction with San Juan Teachers Association, makes all personnel decisions without unlawful discrimination. These decisions include decisions regarding the admission, retention or graduation of students, and decisions regarding the employment, retention or promotion of employees.

   **Evidence:** [Uniform Complaint Procedure](#)
5. **Commission Assurances.** To be granted continuing accreditation by the Committee on Accreditation, the program sponsor must: (a) assure that the sponsor will fulfill all of the applicable standards of program quality and effectiveness that have been adopted by the Commission, (b) assure that the approved program sponsor will cooperate in an evaluation of the program by an external team or a monitoring of the program by a Commission staff member, and (c) assure that the approved program sponsor will participate fully in the Commission’s accreditation system, including the timely submission of documents required for accreditation.

**Program Response:** The San Juan Unified School District Induction program will fulfill all of the applicable standards of program quality and effectiveness that have been adopted by the Commission. San Juan Unified School District assures that the program will cooperate in an evaluation of the program by an external team or a monitoring of the program by a Commission staff member. San Juan Unified School District assures that the program will participate fully in the Commission’s accreditation system, including the timely submission of documents required for accreditation.

**Evidence:** Written Assurance Only

6. **Requests for Data.** To be granted continuing accreditation by the Committee on Accreditation, the entity must identify a qualified officer responsible for reporting and responding to all requests from the Commission for data including, but not limited to, program enrollments, program completers, examination results, including performance assessments, and state and federal reporting within the time limits specified by the Commission. Institutional contact information must be updated annually.

**Program Response:** The San Juan Unified School District Induction program identifies a qualified officer, the Lead Consulting Teacher who communicates with Commission. The Lead Consulting Teacher is responsible for reporting and responding to all requests from the Commission for data including, but not limited to, program enrollments, program completers, examination results, including performance assessments, and state and federal reporting within the time limits specified by the Commission. The qualified officer will annually update institutional contact information. The attached Organizational Chart identifies the person responsible and their relationship to the Induction Program.

**Evidence:** SJUSD Organizational Chart with designated qualified officer

7. **Veracity in all Claims and Documentation Submitted.** To be granted continuing accreditation by the Committee on Accreditation, the entity must positively affirm the veracity of all statements and documentation submitted to the Commission.

**Program Response:** San Juan Unified School District positively affirms the veracity of all statements and documentation submitted to the Commission.

**Evidence:** Written Assurance Only

8. **Grievance Process.** To be granted continuing accreditation by the Committee on Accreditation, the approved program sponsor must have a clearly delineated grievance process for candidates and applicants. The grievance process information must be accessible to all candidates and applicants and the institution must be prepared to provide documentation that candidates have been informed of the grievance process and that the process has been followed.

**Program Response:** San Juan Unified School District Induction Program has a clearly delineated grievance process for candidates and applicants. See the attached grievance forms. The grievance process information is accessible to all candidates and applicants through our website and is also presented to candidates during the Induction Orientation, during which every candidate receives a copy of the process.

**Evidence:** SJUSD Induction Grievance Process

SJUSD Induction Request for Extension
9. **Faculty and Instructional Personnel Participation.** All faculty and instructional personnel employed by colleges and universities who regularly teach one or more courses in an educator preparation program leading to a credential, shall actively participate in the public school system at least once every three academic years, appropriate to their credential area. Faculty who are not in the Department, School or College of Education are exempt from this requirement. Reference: Education Code Section 44227.5 (a) and (b).

**Program Response:** This precondition does not apply to LEA sponsors of credentialing programs in California.

10. **Communication and Information.** To be granted continuing accreditation by the Committee on Accreditation, the approved program sponsor must provide easily accessible and accurate information to the public, prospective educators, and enrolled candidates about the requirements for admission and successful completion for all its educator preparation programs.

**Program Response:** San Juan Unified School District Induction Program provides easily accessible and accurate information to the public, prospective educators, and enrolled candidates about the requirements for admission and successful completion for all its educator preparation programs. This information is in the program website, brochure and handbook.

**Evidence:**
- SJUSD Induction Website
- SJUSD Induction Brochure
- SJUSD Induction Participating Teacher handbook

11. **Student Records Management, Access, and Security.** To be granted continuing accreditation by the Committee on Accreditation, the sponsor must demonstrate that it will maintain and retain student records in accordance with the institution’s record retention policy. Institutions will provide verification that:

   a. Candidates and graduates will have access to and be provided with transcripts and/or other documents for the purpose of verifying academic units and program completion.

   **Program Response:** Candidates will have access to their program documents in the New Teacher Center Learning Zone. Candidates will be provided with a document for the purpose of verifying program completion.

   **Evidence:**
   - SJUSD Certificate of Completion
   - SJUSD Induction Verification of Completion
   - NTC Learning Zone

   b. All candidate records will be maintained at the main institutional site or central location (paper or digital copies).

   **Program Response:** All candidates’ records will be maintained at the Center for Teacher Support office, located at the San Juan Unified District office. Paper copies will be keep in a file cabinet for three years following the candidates completion and also a record of their completion will be kept on the district server.

   **Evidence:**
   - SJUSD Induction Record Management System

   c. Records will be kept securely in locked cabinets or on a secure server located in a room not accessible by the public.

   **Program Response:** San Juan Unified School District Induction Program records are on a secure server located in a room not accessible by the public.

   **Evidence:**
   - SJUSD Induction Record Management System
12. **Disclosure.** Institutions must disclose information regarding any outside organizations that will be providing any direct educational services as all or part of the educator preparation programs sponsored by the institution and identify the type of services the outside organization will provide.

**Program Response:** San Juan Unified School District Induction Program has two disclosures regarding outside organizations that provide any direct educational services as part of the educator preparation programs sponsored by San Juan Unified School District Induction Program. The first outside organization is Mira Via. The San Juan Unified School District Induction Program’s fully released mentors attend a yearly training, Learning Focused Supervision, provided by Mira Via. Also, the Induction Program utilizes the New Teacher Center (NTC) system as the second outside organization to support candidates as they reflect on their professional practice in the context of an on-going collaborative partnership with a trained mentor. The online Learning Zone in NTC is a system of evidence tools and protocols that are designed to guide the interactions of the mentors and candidates to improve professional practice and increase student learning.

**Evidence:**
- NTC Scope of Work
- MiraVia LFS Summer Institute brochure
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.

Program Response: The San Juan Unified School District Induction program is 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 or when the teacher obtains their preliminary credential. The Induction program is part of a continuum of support that provides opportunities for Induction candidates to grow and demonstrate application of learning through the use of reflection tools and evidence. The continuum of support includes, but is not limited to: weekly collaboration with a mentor, intentional induction events, and observation of experienced teachers. This support is focused on identified areas of need and a co-assessment of the candidate’s practice against criteria aligned to the CSTP. The mentor and Induction candidate create an Individual Learning Plan (known as the Co-Assessment Summary Learning Plan in SJUSD) that is designed to support the candidate’s goals for professional growth and to refine and improve the candidate’s pedagogical skills and effectiveness in the classroom to assist all students in meeting the standards. This continuum of support is the foundation of the purposeful program structure of the San Juan Unified School District Induction program.

Evidence: SJUSD Induction Program Graphic
SJUSD Induction Brochure
Individual Learning Plan
Continuum of Teaching Practice
SJUSD Induction Eligibility Evaluation Form
SJUSD Induction Professional Development brochure
SJUSD Induction Support Provider Checklist

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.

Program Response: The San Juan Unified School District Induction program identifies and assigns a mentor to each candidate within the first 30 days of the participant’s enrollment in the program based on the needs of the individual candidate and his or her students. Candidates for Induction are identified at the point of hire or upon obtaining a preliminary credential, by a Human Resources (HR) technician, who completes an Induction Eligibility Evaluation form with the candidate. The technician then notifies the Lead Consulting Teacher of Induction candidates through email before sending the Eligibility Evaluation Form to the Induction Office. The Lead Consulting Teacher then matches the mentor to a participating teacher according to credential held, grade level and/or subject area. Also, an email is sent to every site principal, communicating to them of their new hires. This process ensures that candidates are matched with a mentor within thirty days of hire to begin support and goal development.

Evidence: SJUSD Induction Eligibility Evaluation Form
Email to principals regarding Induction teachers
SJUSD Induction Start Date Spreadsheet
3. Each Induction program must assure that each participating teacher receives an average of not less than one hour per week of individualized support/mentoring coordinated and/or provided by the mentor.

**Program Response:** In the San Juan Unified School District Induction program, the mentor provides an average of not less than one hour per week of individualized support/mentoring coordinated and/or provided by the mentor. Mentors are required to keep interaction logs that are monitored by the Lead Consulting Teacher. The SJUSD Induction Program is designed to provide professional guidance by a mentor to a candidate in the areas of collecting and analyzing evidence relating to the candidate’s competence. It provides time for candidates to meet the goals of their Individual Learning Plan through weekly collaboration with their mentors, attendance at professional learning seminars, attendance at induction events, and observations of exemplary veteran teachers. Through a set of processes and inquiries, candidates, in partnership with a trained mentor, will monitor their progress and growth in relation to the California Standards for the Teaching Profession. The mentor will also coordinate interactions between the candidate’s needs and qualified individuals who help them learn in that area.

**Evidence:** SJUSD Induction Support Provider checklist  
SJUSD Induction Site Coach Application Packet (pg.3)  
SJUSD Induction Brochure  
SJUSD Induction Professional Development brochure

4. Goals for each participating teacher must be developed within the context of the Individual Learning Plan within the first 60 days of the teacher’s enrollment in the program.

**Program Response:** Goals for each participating teacher are developed within the context of the Individual Learning Plan within the first 60 days of the teacher’s enrollment in the program. Individual Learning Plans are shared with the Lead Consulting teacher who ensures that mentors adhere to the 60-day requirement. Candidates and mentors engage in a co-assessment process of their practice in relation to the California Standards for the Teaching Profession (CSTPs). This co-assessment guides the development of a personalized Individual Learning Plan. The Individual Learning Plan is built upon the learning the teacher has already received in his or her preparation program. The Individual Learning Plan is revisited and revised periodically and leads to purposeful practice and constructive conversations about content, community and pedagogy reflective of the teacher’s individual needs.

**Evidence:** SJUSD Induction Support Provider checklist  
Continuum of Teaching Practice  
Individual Learning Plan  
Email to administrator regarding candidate goals  
SJUSD Induction ILP Spreadsheet

5. The Individual Learning Plan must be designed and implemented solely for the professional growth and development of the participating teacher and not for evaluation for employment purposes.

**Program Response:** The Individual Learning Plan is designed and implemented solely for the professional growth and development of the participating teacher as defined by the California Standards for the Teaching Profession. The SJUSD Induction program does not share the Induction program information for the purpose of employment decisions.

**Evidence:** Individual Learning Plan  
SJUSD Induction Brochure
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.

**Program Response:** The Early Completion Option (ECO) is available for experienced and exceptional candidates (Education Code Section 44279.25.) New teachers are notified at the Orientation Seminar regarding the Early Completion Option. When a candidate is interested in applying for this option, they notify their mentor and discuss the option and its requirements. The candidate is given an application to complete before December 1. Candidates who wish to undertake the Early Completion Option in San Juan Unified must have a minimum of two years prior teaching experience, must obtain approval of ECO candidacy from their current supervisor, and submit a resume. The Induction governance board then evaluates and approves the candidates’ request for ECO.

**Evidence:** [SJUSD Induction Orientation PPT (slide 14)](link)
[SJUSD Induction Early Completion Option application](link)
[SJUSD Induction Brochure](link)
[Early Completion Option spreadsheet](link)