San Juan Unified School District

Center for Teacher Support

Induction Program

General Institutional Preconditions

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 and 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.

The San Juan Unified School District Induction Program tracks the candidate’s progress through a spreadsheet on a secure district wide server, the V drive. The candidate has access to their on-line Induction portfolio in Google. Also, a Verification of Completion form is maintained for each candidate. When a candidate leaves San Juan Unified School District and enrolls in another Induction Program, the Lead Consulting Teacher works diligently and efficiently to ensure all documentation and paperwork that demonstrates program status is submitted to the enrolling program with minimal disruption. A Certificate of Completion is sent to the new enrolling program along with the Transportability Checklist document.

In the event the San Juan Unified School District Induction Program closes, a Teach Out plan has been developed. This would include an individual transition plan for each candidate and a plan for candidates and graduates to access their student records.
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 Bill Simmons, San Juan Teachers 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 of the relationship between the stakeholders on the Liaison Communication System and the delivery of the SJUSD Induction program is hyperlinked on the chart.

   **Evidence:** SJUSD Organizational Chart
   SJUSD Induction Liaison Communication System with Evidence

   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. Only an employee of the San Juan Unified School District’s Human Resources Department, who is a Credential Analyst, is allowed to recommend for the clear credential through CTC.

   **Evidence:** Human Resource Analyst job description Personnel Technician job description
   SJUSD Induction Program Graphic with CTC credential recommendation designee
   SJUSD Credential Analyst’s CTC Authorization
   SJUSD Superintendent Assurance for Responsibility and Authority
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. At the point of hire, all San Juan Unified School District employees and Induction Candidates receive a mandatory notices packet that contains the District’s uniform complaint policy, policies related to personnel decisions and a non-discrimination policy. San Juan Unified School District Induction candidates also receive an Induction Candidate Handbook from the program that includes the uniform complaint policy and non-discrimination policy. The Induction Candidate Handbook is located on the District’s public website.

**Evidence:**  
- [Uniform Complaint Procedure](#)  
- [SJUSD New Hire Checklist](#)  
- [SJUSD Mandatory Notices Packet](#)  
- [SJUSD Induction Candidate Handbook](#)  
- [SJUSD Non-Discrimination Policy](#)  
- [SJUSD Board Policy-4030 Non-Discrimination in Employment](#)

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 all candidates participating in public school-based field activities hold a Certificate of Clearance from the Commission
   
   (c) 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
   
   (d) 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 all candidates participating in public school-based field activities hold a Certificate of Clearance from 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:**  
- [SJUSD Superintendent Assurance Statement](#)

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 the 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. Program contacts and Induction Candidate data will be inputted into the CTC Annual Data Submission page annually by the qualified officer. The attached
Organizational Chart identifies the person responsible and their relationship to the Induction Program.

Evidence:  
- SJUSD Organizational Chart with designated qualified officer 
- SJUSD Data Request Assurance Statement

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:**  
   - SJUSD Superintendent Veracity Assurance

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 
   - SJUSD Induction Candidate Handbook 
   - SJUSD Induction Orientation PPT 
   - SJUSD Induction Website 
   - SJUSD Uniform Complaint Procedure

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 Local Education Agency (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 requirement 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 Candidate 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 Induction Google Folder. Candidates will be provided with a document for the purpose of verifying program completion.

   **Evidence:**
   - SJUSD Certificate of Completion
   - SJUSD Induction Verification of Completion
   - SJUSD Induction Google Portfolio
   - SJUSD Induction Data Request Assurance Statement
   - SJUSD Induction Record Management System

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 kept 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
   - SJUSD Induction Student Records Management, Access, and Security Assurance

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
   - SJUSD Induction Student Records Management, Access, and Security Assurance

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 one disclosure 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 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.

   **Evidence:**
   - MiraVia LFS brochure
San Juan Unified School District  
Center for Teacher Support  
Induction Program  

Response to Preconditions for Teacher Education Induction Programs

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 Individualized Learning Plan 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 Common Core State 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  
SJUSD Individualized Learning Plan  
Continuum of Teaching Practice  
SJUSD Induction Eligibility Evaluation Form  
SJUSD Induction Professional Development Brochure  
SJUSD Induction Guidelines  
SJUSD Induction Candidate Handbook

2. The Induction program must identify and assign a Mentor to each Induction Candidate within the first 30 days of the participant’s enrollment in the program, matching the Mentor and Induction Candidate 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 an Induction Candidate 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  
SJUSD Induction Candidate and Mentor Matches  
SJUSD Induction Candidate Mentor Match Date Spreadsheet
3. Each Induction program must assure that each Induction Candidate 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. Mentors are required to keep Contact Logs of the meetings between the Mentor and Candidate. These Contact Logs are turned in monthly and 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 Individualized 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 CSTPs. The Mentor will also coordinate interactions between the Candidate’s needs and qualified individuals who help them learn in that area.

**Evidence:**
- SJUSD Induction Guidelines
- SJUSD Induction Site Coach Application Packet
- SJUSD Induction Brochure
- SJUSD Induction Professional Development Brochure
- SJUSD Induction Contact Log

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

**Program Response:** Goals for each Induction Candidate are developed within the context of the Individualized Learning Plan within the first 60 days of the teacher’s enrollment in the program. Individualized Learning Plans are shared with the Lead Consulting teacher, who ensures that Mentors adhere to the 60-day requirement by reviewing each Individualized Learning Plan. This requirement is outlined in the Induction Guidelines that are given to every mentor and a spreadsheet is created to track the Individualized Learning Plan development. Candidates and Mentors engage in a co-assessment process of their practice in relation to the CSTPs. This co-assessment guides the development of a personalized Individualized Learning Plan. The Individualized Learning Plan is built upon the learning the teacher has already received in his or her preparation program. The Individualized 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 Guidelines
- Continuum of Teaching Practice
- SJUSD Individualized Learning Plan
- Email to Administrator regarding Candidate’s Goal
- SJUSD Induction ILP Spreadsheet
- SJUSD Induction Brochure

5. The Individualized Learning Plan must be designed and implemented solely for the professional growth and development of the Induction Candidate and not for evaluation for employment purposes.

**Program Response:** The Individualized Learning Plan is designed and implemented solely for the professional growth and development of the Induction Candidate as defined by the CSTPs. The SJUSD Induction program does not share the Induction program information for the purpose of employment decisions.

**Evidence:**
- SJUSD Individualized Learning Plan
- SJUSD Induction Brochure
- SJUSD Unit Head Statement Assurance
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 ECO 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 13)
- SJUSD Induction Early Completion Option application
- SJUSD Induction Brochure
- Early Completion Option Spreadsheet
- SJUSD Induction Candidate Handbook