



## VALLEJO CITY UNIFIED SCHOOL DISTRICT

Department of Student Services  
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### **VCUSD Teacher Induction Program Completion Process**

#### **1. Eligibility:**

At the point of hire, the VCUSD HR department confirms a candidate's credential status with *California Commission for Teacher Credentialing (CTC)*. Eligibility requirements include posting a preliminary California Teaching Credential with the CTC in either General Education or as an Education Specialist prior to participation in induction. Using enrollment forms provided by the induction program, the Human Resources Office will refer eligible candidates to the VCUSD Induction Program for participation. Each candidate will receive a welcome letter, application, informational brochure, and the handbook that includes the calendar of sessions. Upon receipt of the completed application, the induction program will directly contact and communicate next steps to the candidate to launch program participation. If an eligible candidate is not enrolled in induction, he/she should immediately contact the Human Resources Office.

#### **2. Candidate Work:**

Candidate work must offer evidence of growth along the *Continuum of Teaching Practice (CTP)* and provide specific examples of progress from the continuous growth activities, including student data, instructional and behavioral strategies implemented, instructional materials produced, and interaction with expert resources/information. Review of candidate work will be conducted throughout the year, including benchmarks of formative (midyear) and summative (end of year) assessment. All candidates will receive individual communication via email detailing completion of requirements and indicating any necessary follow up. Candidates requiring additional advisement and support are identified through this process and collaborate with induction leadership to determine next steps to maintain enrollment and participation in the program. Additionally, if a mentor has concerns about meeting a candidate's needs for growth, options include:

- Informal conversation with Induction staff/leadership (in session)
- Informal communication via phone or email
- Formal appointment via digital video conference or face to face

*At no time should a mentor refer induction concerns to a site administrator, as Induction work may not be used to determine employment decisions. If work is evaluated as unsatisfactory, the candidate or mentor may file a grievance and appeal the decision.*

#### **3. Attendance and Participation during Sessions:**

One absence per year for both candidates and mentors is allowed due to illness or emergency circumstances. If an absence occurs, a candidate/mentor must communicate directly with the office to coordinate support for session content and learning outcomes. If further absences occur, the candidate or mentor will conference with induction leadership to design next steps in order to maintain enrollment in the program.

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### **4. Exit Interview & Credential Recommendation:**

All candidates must successfully complete an Exit Interview at the conclusion of the Induction program. This process is designed to allow each candidate to share his/her individual growth along the Continuum for the Teaching Practice through the course of the induction program. This process requires:

- Candidates present evidence of growth to the Exit Interview Panel members from their ILP.
- Evidence is recorded based on the *California Standards for the Teaching Profession (CSTPs)* and the *Continuum of the Teaching Practice (CTP)* using with the *VCUSD Exit Interview Rubric*.

**If the candidate does not receive a passing score following the first Exit Interview, he/she will:**

- Review the rubric and panel notes from the initial Exit Interview to identify additional evidence of growth.
- Conference with induction leadership to collaborate on panel questions and requests for additional information.
- Gather and prepare additional evidence of growth to present during a second, scheduled Exit Interview appointment.

**If the candidate does not receive a passing score following the second Exit Interview, there are two options:**

- The candidate may file a grievance and appeal the decision (see the Grievance Form).

**OR**

- If still employed in VCUSD, the Induction Candidate may choose to continue in the Induction Program for an additional year or semester at their own expense as outlined in the Candidate Application. An intervention plan with identified timeline for progress monitoring meetings will be developed between Program Staff, Mentor and Candidate if this option is chosen.

**Recommendation for the CA clear teaching credential:**

- Solely the VCUSD Credential Analyst working in accordance with Induction Program staff provides all recommendations for a California Clear Teaching Credential.