

San Mateo Union High School District

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San Mateo, California 94401

Teacher Induction Program

San Mateo Union High School District Initial Institutional Approval Proposal

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Criterion 1

Responsibility and Authority: The institution clearly identifies the lines of authority and responsibility for any and all educator preparation programs within the institution and provides assurance that only those person(s) employed by the program sponsor will recommend individuals to the Commission for a credential or authorization.

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 extension divisions, if applicable.

Deputy Superintendent of Human Resources and Student Services

b) Has the institution provided information about the person(s) responsible for the day to day coordination of the program(s)?

Teacher Induction Program Coordinator.

The Teacher Induction Coordinator will report directly to the Deputy Superintendent of Human Resources and Student Services in all matters related to teacher induction, credentialing, and instructional coaches as induction mentors. The Teacher Induction Program Coordinator will report to the Assistant Superintendent of Curriculum and Instruction in the coordination of professional development events and activities as they relate to induction teachers and instructional coaches of the induction teachers.

c) Provide 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 program delivery. Ensure that these charts depict lines of authority.

Revised Organizational Chart: [Linked Here](#)

Revised Induction Organizational Chart [Linked Here](#)

d) Provide assurance to ensure that duties regarding credential recommendations are not delegated to persons other than employees of the Commission approved institution.

The Superintendent of San Mateo Union High School District guarantees that duties regarding credential recommendations are performed only by employees of the San Mateo Union High School District.

Please see signed statements of assurance [located here](#).

e) Provide assurance that those individuals identified as responsible for credential recommendations will participate in Commission training related to the recommendation process.

San Mateo Union High School District guarantees that the individuals in the designated roles responsible for credential recommendation will take part in the Commission training related to the recommendation process.

Criterion 2: Lawful Practices

A program of professional preparation must be proposed and operated by an entity that makes all personnel decisions regarding the employment, retention or promotion of employees without unlawful discrimination. The entity must make all decisions regarding the admission, retention and graduation of students without unlawful discrimination.

a) A copy of the institution's policies governing personnel decisions including employment, retention, and promotion (employee handbook, recruiting materials, or other published personnel materials) that include reference to an unlawful discrimination policy.

Find a Google document version of the employee handbook with the Nondiscrimination Section [bookmarked here](#).

Find a PDF version of the employee handbook with the Nondiscrimination Section bookmarked here, located on page 60: [Employee Handbook](#) (download PDF to view bookmark)

[Human Resources Website](#)

Find a direction link to the district's nondiscrimination and harassment policy pages [here](#).

Find a direct link to the nondiscrimination board policy [here](#).

b) A copy of the institution's policies related to candidate admissions, retention, and graduation (candidate handbook, website, or other materials) that include reference to an unlawful discrimination policy. a) To what extent does the institution have policies in place indicating that it makes all personnel decisions free from unlawful discrimination? b) To what extent does the institution have policies for candidates that set forth that decisions regarding admission, retention and graduation/completion of candidates must be free from unlawful discrimination?

As indicated in the [participant handbook](#), [program brochure](#), and on the [Teacher Induction Program Website](#). The San Mateo Union High School District's Teacher Induction Program, in accordance with applicable Federal and State law and District Policy (BP 0410), does not discriminate in admission against properly qualified and eligible individuals by reason of the actual or perceived race, religion, color, national origin, ancestry, age, marital status, pregnancy, physical or mental disability, medical condition, genetic information, veteran status, gender, gender identity, gender expression, sex, or sexual orientation. The District also prohibit sexual harassment. This nondiscrimination policy covers admission, access, and treatment in District programs and activities.

Criterion 3: Commission Assurances and Compliance

The institution assures all of the following:

a) That there will be compliance with all preconditions required for the initial program(s) the institution would like to propose (General and program specific preconditions for proposed programs must accompany this document)

San Mateo Union High School District will comply with all preconditions required for the initial program(s) that the District would like to propose. General and program specific preconditions for proposed programs will accompany this document when submitted for Initial Program Approval.

Please see signed statements of assurance [located here](#).

b) That all required reports to the Commission including but not limited to data reports and accreditation documents, will be submitted by the Commission approved entity for all educator preparation programs offered including extension divisions.

San Mateo Union High School District, The SMUHSD Teacher Induction Program, and any associated extension divisions will submit all required reports to the Commission including, but not limited to, data reports and accreditation documents.

Please see signed statements of assurance [located here](#).

c) That it will cooperate in an evaluation of the program by an external team or a monitoring of the program by a Commission staff member.

San Mateo Union High School District will cooperate in an evaluation of the program by an external team or monitoring of the program by a Commission Staff Member.

Please see signed statements of assurance [located here](#).

d) That the sponsor will participate fully in the Commission's accreditation system and adhere to submission timelines.

San Mateo Union High School District will participate fully in the Commission's accreditation system and adhere to submission timelines.

Please see signed statements of assurance [located here](#).

e) That once a candidate is accepted and enrolled in the educator preparation program, the sponsor will 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; iv. Is admitted to another approved program to complete the requirements, with minimal disruption, for the authorization, in the event the program closes. In this event, an individual transition plan would need to be developed with each candidate.

San Mateo Union High School District will offer the approved program, meeting the adopted standards until all accepted and enrolled candidates:

i. Complete the program.

ii. Withdraw from the program.

iii. Are dropped from the program due to change in employment status with SMUHSD.

iv. Are admitted to another approved program to complete with minimal disruption the requirements for the authorization, in the event the program closes. In this event, an individual transition plan would be developed with each candidate. The transition plan would be developed in coordination with another local institution (likely San Mateo County Office of Education).

Criterion 4: Requests for Data

The institution must identify a qualified officer responsible for reporting and responding to all requests from the Commission within the specified timeframes for data including, but not limited to: a) program enrollments b) program completers c) examination results d) state and federal reporting e) candidate competence f) organizational effectiveness data g) other data as indicated by the Commission

San Mateo Union High School District designates the Teacher Induction Program Coordinator, in the Human Resources Department, as the qualified officer responsible for reporting and responding to all requests from the Commission within the specific timeframes for data including, but not limited to:

- a) program enrollments**
- b) program completers**
- c) state and federal reporting**
- d) candidate competence**
- e) organizational effectiveness data**
- f) other data as indicated by the Commission**

Criterion 5: Grievance Process

The institution has a clearly identified grievance process for handling all candidate grievances in a fair and timely manner. The grievance process is readily accessible for all applicants and candidates and is shared with candidates early in their enrollment in the program.

a) Provide a clearly delineated grievance process for candidates and applicants that is fair and is likely to ensure timely resolutions for candidate and applicants.

It is the intent of the San Mateo Union High School District Teacher Induction Program that matters giving rise to a complaint be addressed first on an informal basis and at the level closest to the situation. If a complaint can not be addressed and resolved informally, then formal steps are available for resolution to any complaint

The Teacher Induction Program Coordinator will address program eligibility concerns, who will review state guidelines for eligibility and provide information about deferred entry or alternative programs.

Candidate concerns, including those related to evaluation of work, recommendation for a Clear Credential, or program extension should also be directed to the Teacher Induction Program Coordinator who will work in partnership with the Credential Analyst to respond to those concerns in a timely manner.

[Grievance Process](#)
[Grievance Flow Chart](#)

b) Demonstrate how information pertaining to the grievance process is accessible to all candidates and applicants.

Information pertaining to the grievance process for San Mateo Union High School District Teacher Induction Program is provided on the San Mateo Union High School District teacher induction [website](#), the [teacher induction participant handbook](#), and referenced in the [induction program brochure](#).

c) Provide documentation that candidates will be informed of the grievance process.

Information about the grievance process can be obtained through the San Mateo Union High School District's Teacher Induction [website](#) by potential and enrolled program candidates. Teacher Induction candidates will be provided access to the participant

handbook, which contains complete program information including the grievance process at their first orientation meeting. After candidates have attended their first orientation, they will be required to [sign and submit](#) an acknowledgement of receipt of all policies and procedures pertaining to the Teacher Induction Program. Grievances reported to the Teacher Induction Program Coordinator will be responded to in writing by the Coordinator. A written report with findings and description of grievance resolution steps will be provided to the candidate within 60 calendar days of the initial receipt of the grievance.

[Teacher Induction Program Grievance Process](#)

Criterion 6: Communication and Information

The institution must provide a plan for communicating and informing the public about the institution and educator preparation programs. The plan must demonstrate that:

a) The institution will create and maintain a website that includes information about the institution and all approved educator preparation programs. The website must be easily accessible to the public and must not require login information (access codes/password) in order to obtain basic information about the institution's programs and requirements as listed in (b).

San Mateo Union High School District will provide and maintain a [Teacher Induction Program](#) page in the Human Resources section of the website. The page will be publicly accessible, and not require a log-in. Should the CTC grant program approval, San Mateo Union High School District will make the page publicly available to interested parties. In the interim, the page will state that the program is still in the approval process should anyone happen upon the page via internet search.

b) The institution will make public information about its mission, governance and administration, admission procedures, and a) Provide a plan that describes the website that will be developed.

San Mateo Union High School District provides information about its mission ([link here](#)), governance and administration ([linked here](#)) on the SMUHSD [District Website](#). Information about the San Mateo Union High School District's Teacher Induction Program will be available through a printed [program brochure](#), and on the [SMUHSD Teacher Induction Program website](#), housed in the Human Resources section of the District Website. The program brochure and website will be maintained by the Teacher Induction Program Coordinator and district communications manager and webmaster. Teacher induction program will be made

public through district e-news (Savvy Source newsletter), board meeting updates, district website and at teacher recruitment fairs.

c) Information will be made available through various means of communication including but not limited to website, institutional catalog, and admission material.

Information about the San Mateo Union High School District Teacher Induction Program will be publicly available through various means of communication.

- **Printed Teacher Induction Program Brochure with a link to the Teacher Induction Program Website.**
- **San Mateo Union High School District's Human Resources Website, publicly accessible pages.**
- **New Teacher Program and Recruitment Brochures**
- **As part of our human resources participation in New Teacher Recruitment Job Fairs across the San Francisco Bay Area and at various institutes of higher learning.**

These communication items will be distributed and shared in venues including but not limited to: recruitment events, school board meetings, Teacher Induction Program Advisory Council, new teacher orientations, district leadership meetings, district sponsored professional learning events, and district eNews.

Criterion 7: Student Records Management, Access, and Security

The institution must demonstrate that it will maintain and retain student records. Institutions seeking Initial Institutional Approval will provide verification that:

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

San Mateo Union High School District will use a learning management system, such as Canvas, to track candidate program requirements. Continuing education unit records will be tracked and maintained by the credential analyst using our unit and salary schedule through our Human Resources Employee Information System (CECC). Transcripts are scanned and maintained as laserfiche records in employee personnel files. Candidates will be able to access unofficial copies of their induction program requirement records via password protected access through the learning management system. Official records must be requested in writing from the Induction Program Coordinator or appropriate Human Resources representative. Official CEU transcript records must be requested in writing from the CEU granting partnership institution, and records of submitted CEU transcripts can be requested through the human resources department.

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

San Mateo Union High School District converts paper employment records to Laserfiche. The Human Resources Department maintains these records on a secure server which is located on the District Office ground floor. Documents waiting for Laserfiche conversion are maintained in locked file cabinets on the first floor of the district office in the Human Resources Division.

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

San Mateo Union High School District will maintain electronic copies of all employee records as laserfiche documents on a secure server. Personnel files are stored as laser fiche on a secure server. Employees wishing to view or obtain copies of these records contact the Human Resources division to make an appointment to access the secure server and have paper copies prepared if requested.

Criterion 8: Disclosure

Information Factors to Consider Institutions must disclose information regarding:

a) The proposed delivery model (online, in person, hybrid, etc.)

San Mateo Union High School District will use a hybrid model of instructional delivery in it's Teacher Induction Program. Face-to-face instruction for candidates through workshops and seminars will be provided at the District Office, with workshops occasionally occurring at different school sites depending on group size and composition. Digital learning courses that augment and supplement face to face workshops and seminars will be created in Canvas (or similar online learning management system).

b) All locations of the proposed educator preparation programs including satellite campuses.

San Mateo Union High School District Teacher Induction Program will be headquartered at the District Office, at 650 North Delaware St, San Mateo, CA 94401. Space permitting, the majority of face to face workshops and seminars will take place at the District office. In the event facilities are not sufficient for the workshops or trainings, conference rooms and meeting locations can be utilized at nearby San Mateo High School and Burlingame High School. Mentors will work with individual induction candidates at the induction teacher's school site locations within the district.

**San Mateo Union High School District Office
650 N. Delaware Street, San Mateo, CA 94401**

**Aragon High School
900 Alameda de las Pulgas, San Mateo, CA 94402**

**Capuchino High School
1501 Magnolia Avenue, San Bruno, CA 94066**

**Burlingame High School
1 Mangini Way, Burlingame, CA 94010**

Hillsdale High School

3115 Del Monte Street, San Mateo, CA 94403

Mills High School

400 Murchison Dr, Millbrae, CA 94030

San Mateo High School

506 N Delaware St, San Mateo, CA 94401

Peninsula High School

300 Piedmont Ave, San Bruno, CA 94066

San Mateo Adult School

789 E Poplar Ave, San Mateo, CA 94401

c) Any outside organizations (those individuals not formally employed by the institution seeking IA) that will be providing any direct educational services, and what those services will be, as all or part of the proposed programs.

The majority of educational services will be provided by San Mateo Union High School District administrators, teachers on special assignment (TOSAs), instructional coaches, curriculum and instruction leaders, special education leaders, and English learner program departments. Teacher Induction Program candidates, and Mentors for candidates, will have the opportunity to purchase post-graduate continuing education units via partnership between San Jose State University (or similar institution) and San Mateo Union High School District. The Teacher Induction Program Coordinator is the instructor of record.

In some instances, San Mateo Union High School District does contract with outside providers to deliver professional development content and workshops. In the event San Mateo Union High School District can not provide a credential-matched education specialist mentor for an induction candidate, we will contract with the San Mateo County Office of Education to provide induction support for these teachers.

Past and current providers include:

San Mateo County Office of Education

New Teacher Center

National Equity Project

Brightmorning

Criterion 9: Veracity in all Claims and Documentation Submitted

The institution and its personnel demonstrate veracity in all statements and documentation submitted to the Commission. Evidence of a lack of veracity is cause for denial of IIA. a) A statement signed by institutional leadership affirming that all information provided to the Commission and prospective candidates in all matters is truthful and accurate. b) Any information that arises on this matter may be considered by the Commission to be relevant. a) From all indications, does the institution appear to be providing the Commission, prospective candidates, and the public with complete, accurate and truthful information? b) Has there been any information that may indicate that the institution has not provided the Commission, potential candidates, and the public with complete, accurate and truthful information?

The Superintendent of San Mateo Union High School District Positively Affirms the veracity of all statements and documentation submitted to the Commission. In addition, the District understands that lack of veracity is a cause for denial of initial institutional accreditation.

Please see signed statements of assurance [located here](#).

Criterion 10: Mission and Vision

An institution's mission and vision for educator preparation is consistent with California's approach to educator preparation.

a) Statement of the institution's mission and vision for Educator Preparation. a) To what extent did the institution provide a clear mission and vision for educator preparation programs that the institution seeks to offer to prospective California candidates? 8 February 2017 Eligibility Requirement Required Information Factors to Consider *A complete program design with significant detail included is not what is intended here as that will be submitted to ensure alignment with the Commission's adopted program standards in Stage III. Rather, the intent is to provide the Commission with sufficient information to ensure that the institution's philosophy and approach about educator preparation is consistent with California's.

Mission...a statement of system purpose and critical means

The mission of the San Mateo Union High School District is to challenge and motivate each student to achieve full potential as a responsible member of our diverse community, in a safe learning environment that promotes intellectual growth, health, creativity, and respect for self and others.

Beliefs...fundamental convictions and basic values

We believe that:

- Each individual has equal inherent dignity and worth.
- Family is essential to the development of an individual's values.
- Learning develops the aesthetic, emotional, intellectual, practical, and social aspects of the whole person.
- Learning is a unique, personal, and lifelong experience.
- Motivation is essential for reaching one's potential.
- Higher expectations yield higher results.
- Communities have a responsibility to the individual as individuals have a responsibility to the community.
- Diversity enriches the community.

Teacher Induction Program Mission and Vision...

The mission of the San Mateo Union High School District Teacher Induction Program is to provide new teachers with relevant, research based professional development and support that promotes growth in developing and facilitating equitable, rigorous, and meaningful learning experiences in safe learning environments for all students.

San Mateo Union High School District's Teacher Induction Program Vision is to provide students with teachers who participate in high quality professional development, actively collaborate with colleagues, and engage in reflection that leads to professional growth. Teachers engage in ongoing and timely support from experienced and knowledgeable mentors, grounded in the District's Instructional Framework, to provide safe, equitable and rigorous learning environments for all students.

b) A statement confirming that the mission and vision will be published on the website and in institutional documents provided to candidates.

The mission and vision of San Mateo Union High School District's Teacher Induction Program are published in both the [printed brochures](#), [the induction program handbook](#), as well as on the San Mateo Union High School District Teacher Induction Program [website](#).

c) Information about how the mission and vision for educator preparation reflects the institution's commitment to California's adopted state standards and frameworks for TK-12 students.

The Mission and Vision statements for the San Mateo Union High School District Teacher Induction Program are in alignment with the Mission of San Mateo Union High School District, as referenced in section (a) of Criterion 10.

The San Mateo Union High School Teacher Induction Program is also in alignment with the district's board adopted academic standards, which state "The Board of Trustees shall adopt high standards for student achievement which challenge all students to reach their full potential and specify what students are expected to know to and be able to do at each grade level and in each area of study. These standards shall reflect the knowledge and skills needed for students to be adequately prepared for postsecondary education, employment, and responsible citizenship." [Board Policy 6011](#)

As further indicated in Board Policy 6011, district content standards for World Language, Visual and Performing Arts, Physical Education, Health Education, Reading and Language Arts, Mathematics, Science, History and Social Science, Education for English Language Learners, and Career Technical Education shall meet or exceed statewide model content standards adopted by the State Board of Education or the State Superintendent Of Public Instruction as applicable.

The proposed teacher induction program mission and vision reflect the institutions commitment to California's adopted stand standards and frameworks through the provision of high quality, research based professional development that is in alignment with the California Standards for the Teaching Profession, and evidenced in candidate and mentor work on the Individual Learning Plans throughout the two years of the program. The mission and vision are further reflected in authentic and relevant work with respect to the District's Instructional Framework, which frames California content standards and California Standards for the Teaching Profession in research based practices that aim to provide all students with safe, equitable and rigorous learning environments.

d) Information that demonstrates the institution's commitment to preparing candidates to work effectively with the full range of California TK-12 students.

The mission and vision of San Mateo Union High School District's Teacher Induction Program will be aligned with the philosophy of the San Mateo Union High School District, which is based on the following beliefs, values or tenants.

- It is the philosophy of the district that all students can learn and succeed, every student in the district, regardless of gender, special needs, or social, ethnic, language or economic background has a right to a high-quality education that challenges the student to achieve to his/her fullest potential, and that'
- The future of our nation and community depends on students possessing the skills to be lifelong learners and effective, contributing members of society.
- A safe, nurturing environment is necessary for learning.
- Parents/guardians have a right and an obligation to participate in their child's schooling.
- The ability of children to learn is affected by social, health and economic conditions and other factors outside the classroom.

- Early identification of student learning and behavioral difficulties contribute to student success.
- Students and staff respond positively to high expectations and recognition for their accomplishments.
- Continuous school improvement is necessary to meet the needs of students in a changing economy and society.
- The diversity of the student population and staff enriches the learning experience for all students.
- A highly skilled and dedicated staff has a direct and powerful influence on students' lives and learning.
- A high level of communication, trust, respect and teamwork among Board members and the Superintendent contributes to effective decision making.
- The community provides an essential resource to the educational program.
- Effective communication with all stakeholders helps build support for the schools.
- Accountability for the district's programs and operations is shared by the entire educational community, with the ultimate accountability resting with the Board as the basic embodiment of representative government.
- [Board Policy 0100](#)

e) Statement that includes which educator preparation program(s) the institution will seek to offer.

San Mateo Union High School District seeks to offer Teacher Induction for all San Mateo Union High School District employees who hold Preliminary California Single Subject and Education Specialist Credentials.

f) Information about the institution's philosophical and/or theoretical framework or approach underlying the design of educator preparation.*

The design of San Mateo Union High School District's Teacher Induction Program is founded on research based best practices in the field of new teacher induction, support and retention. The program is aligned with the California Commission on Teacher Credentialing Preconditions and Standards for Induction Programs. San Mateo Union High School District Teacher Induction Program is comprised of FOUR essential elements.

Element 1: A two-year program of mentoring and embedded support, in which experienced and qualified educators working in the same or similar teaching context provide and coordinate weekly, targeted support appropriate to the Induction Candidates Individual Learning Plan.

Element 2: Direct instruction through seminars and workshops around topics of teaching and learning, effective professional practice aligned with the District's instructional framework, instructional priorities and equity vision. Direct, in person

instruction will be augmented by digital learning platform modules to provide individualized support in alignment with Induction Candidate Individual Learning Plans.

Element 3: A range of pre-approved professional development activities from which candidates may choose, as they relate to their individual learning plan goals.

Element 4: Ongoing professional learning, reflection and feedback for mentor teachers, to ensure the highest quality support is available to induction teachers.

Induction candidates, with their mentors, will create goal oriented individual learning plans based on their progress towards mastery of the California Standards for the Teaching Profession.

g) If applicable, provide a description of the ways in which the proposed program for California would be similar or different from programs operated in another state.

San Mateo Union High School District operates in California only.

h) Any other relevant information the institution believes will allow the Commission to better understand the institution and its programs.

San Mateo Union High School District wishes to offer a Teacher Induction Program to provide high quality mentoring, support and professional development for teachers while also delivering professional development that is in alignment with the district's strategic plan and instructional priorities, equity vision, and to better serve the students and community in which it operates.

Criterion 11: History of Prior Experience and Effectiveness in Educator Preparation

Institutions seeking IIA must have sponsored an educator preparation program leading to licensure, or participated as a partner in any educator preparation programs and/or programs focused on K-12 public education and provide history related to that experience. CTC staff will research available information about the institution relevant to the application for initial institutional approval. Institutions must submit:

Proof of third party notification enlisting comments to be sent to: Input@ctc.ca.gov

Third party notification was posted in the lobby of the San Mateo Union High School District Office on September 10th 2019, and will remain posted until the CTC has approved or denied the application. Notification was also posted on San Mateo Union High School District's [website](#) as of September 10th, 2019. The notification is listed under announcements on the SMUHSD [website's homepage](#) (lower right hand corner) with a link to more detailed information on the Teacher Induction [homepage](#).

Third party notification was made via email on September 10th, 2019 to the following entities:

San Mateo County Office of Education

- San Francisco State University
NDNU
- San Jose State University
- Stanford University
- San Mateo Foster City School District
- South San Francisco School District

Documentation for this communication is located in this [folder](#).

a) History related to its prior experience preparing, training and supporting educators within California or in other states.

San Mateo Union High School District currently supports induction teachers in their participation in the San Mateo County Office of Education Teacher Induction Program. Over the past three years, San Mateo Union High School District Instructional Coaches have been providing Induction Support through a joint collaboration with San Mateo County Office of Education. San Mateo Union High School District has worked with the San Mateo County Office of Education in providing teacher induction since the early 2000's. SMUHSD's Instructional Coaches have been acting in the capacity of Induction Mentors since the

2015/2016 school year. SMUHSD Instructional Coaches receive training and professional development on induction and mentorship practices through professional development offered by San Mateo County Office of Education. Instructional coaches receive additional professional development and training from SMUHSD throughout the year in alignment with district needs and priorities.

San Mateo Union High School District has for the past three years run a separate New Teacher Program in order to assist all teachers newly hired to the district become familiar with the expectations and instructional priorities set forth by the District as based on the district's strategic plan and identified areas of student need. The New Teacher Program provides year long professional development for teachers in their first year with SMUHSD, and all newly hired teachers work with an Instructional Coach to set goals for professional growth and improvement in their first and second years with SMUHSD.

b) A list of all states and/or countries in which the institution is currently operating an educator preparation program and the status of the institution's approval in each of those locations.

San Mateo Union High School District plans to offer Induction services within San Mateo County of the state of California.

c) If applicable, a copy of the most recent approval document (state approval/accreditation and, if applicable, letter or report from regional accrediting body, if applicable, indicating accreditation status.

d) For institutions currently operating educator preparation programs in another state, data from the most recent 5 years indicating number of candidates enrolled in the institution's programs and number who have completed program (taking into account the length of time of the program design).

San Mateo Union High School District does not currently offer an educator preparation program in another state.

e) If offering educator preparation program(s) in other states, any information available on placement rates for candidates in the schools.

San Mateo Union High School District does not currently offer an educator preparation program in another state.

f) Evidence that the entity has fostered positive working relationships with educational partners in establishing its programs in California to meet local educational needs.

San Mateo Union High School District does not currently offer an educator preparation program.

g) Evidence that candidates have been satisfied with the educator preparation programs offered

San Mateo Union High School District does not currently offer an educator preparation program.

Criterion 12: Capacity and Resources

An institution must submit a Capacity and Resources plan providing information about how it will sustain the educator preparation program(s) through a 2 – 3 year provisional approval (if granted) at a minimum. A plan to teach out candidates if, for some reason, the institution is unable to continue providing educator preparation program(s).

a) Copy of the most recent audited budget for the institution.

[Here is the 2017/2018 SMUHSD Audited Budget](#)

b) A proposed operational budget for the educational unit.

Here is a copy of the proposed [Induction Program Budget](#)

c) Information about instructional and support personnel for the educational unit. This information shall include, but not be limited to:
1) The number and type of faculty (full time faculty, pt. time adjunct, etc.) and/or instructional personnel, including **mentors** and coaches if induction, who will be employed or used to provide services to candidates in the first 2-3 years of the program's operation.

To support a teacher induction program, San Mateo Union High School District anticipates the following positions based on current induction numbers and trends within the organization. The FTE allocations for both the General Education Mentor and Education Specialist Mentor may change in response to the number of induction candidates enrolled in the program. No Mentor will support more than 5 induction candidates per 0.2 FTE. The 0.2 FTE Induction Lead Coach Mentor responsibilities may be assumed by the Induction Program Coordinator in response to change in program size or to preserve program quality with respect to professional development and FTE allocations for mentors.

1.0 FTE Induction Program Coordinator

1.0-1.6 FTE Induction Coaches- General Education

0.2-0.6 FTE Induction Coach- Special Education

0.2 FTE Induction Lead Coach Mentor

Human Resources Technician (assist credential analyst and induction program coordinator with candidate data entry and records keeping for clearing credentials and maintaining records for accreditation)

2) The criteria or minimum qualifications for each of the positions listed above.

Induction Program Coordinator

Qualifications

Education/Training Experience

- Possession of a Clear Credential and a minimum of five years successful high school teaching experience.
- Experience mentoring and supporting teachers new to the profession.
- Knowledge of teacher development, including leading and designing professional development and Adult Learning Theory.
- Knowledge and experience with instructional coaching and use of formative assessment cycles for teacher growth.
- Knowledge and experience using a variety of effective instructional strategies including best practices in language and literacy development.
- Knowledge and proficiency effectively integrating technology into instruction.
- Experience with and/or previous training in developing culturally responsive pedagogy/ curriculum & instruction.
- Experience having led formal professional development/adult learning.
- An understanding of and commitment to Cultural Proficiency.
- An understanding of and effective strategies for formative assessment across the curriculum.
- Experience teaching classes for students performing below grade level and knowledge of the instruction needed to accelerate their academic progress.
- Experience in working with English Learners and/or other language minority students.
- Demonstrated ability to lead collaborative efforts to improve student achievement.
- Knowledge and experience using various technology tools and software platforms such as Microsoft Office Suite including Excel; Google Apps for Education; and Aeries.
- **OTHER REQUIREMENTS:** Department of Justice fingerprint clearance. Evidence of Tuberculosis clearance.

QUALIFICATIONS (DESIRABLE):

- At least 2 years of teaching within SMUHSD.
- Permanent, certificated SMUHSD employee.
- Strong interpersonal and collaboration skills.
- Strong verbal, written and technology skills.
- Experience in designing and leading staff training or professional development for adult learners.
- Recent experience with peer observations or student shadowing and teacher coaching.
- Induction (BTSA) Mentor trained.
- Masters degree in education or related field.
- Eligibility for administrative credential with completion of an administrative services credential program

Induction Lead Mentor

Qualifications

Education/Training Experience

- Possession of a Clear Credential and a minimum of five years successful high school teaching experience.
- Experience mentoring and supporting teachers new to the profession.
- Knowledge of and experience with using a variety of effective instructional strategies.
- Knowledge and experience with instructional coaching and use of formative assessment cycles for teacher growth.
- Experience with and/or previous training in developing culturally responsive pedagogy curriculum & instruction.
- An understanding of and commitment to Cultural Proficiency.
- An understanding of and effective strategies for formative assessment practices.
- Experience teaching classes for students performing below grade level and knowledge of the instruction needed to accelerate their academic progress.
- Experience in working with English Learners and/or other language minority students.
- Knowledge and experience using various technology tools and software platforms such as Microsoft Office Suite including Excel; Google Docs; and Aeries.

QUALIFICATIONS (DESIRABLE):

- At least 2 years of teaching within SMUHSD.
- Permanent, certificated SMUHSD employee.
- Strong interpersonal and collaboration skills.
- Strong verbal, written and technology skills.
- Experience in designing and leading staff training or professional development for adult learners.
- Recent experience with peer observations or student shadowing and teacher coaching.
- Induction (BTSA) Mentor trained.

OTHER REQUIREMENTS: Department of Justice fingerprint clearance, evidence of Tuberculosis clearance.

Induction Coach

Qualifications

Education/Training Experience

- Possession of a Clear Credential and a minimum of five years successful high school teaching experience.
- Knowledge of the state-adopted academic content and standards and performance levels for students, state-adopted curriculum frameworks, and the California Standards for the Teaching Profession.
- Knowledge and experience in using a variety of effective, research-based instructional strategies for diverse groups of learners.
- Experience in working with English Learners and/or other language minority students.
- Willingness to deepen their understanding of and responsiveness to cultural, ethnic, cognitive, linguistic and gender diversity.
- Willingness to deepen their understanding of and use of effective formative assessment practices.
- Demonstrated leadership ability.
- Meets highly qualified teacher status.

QUALIFICATIONS (DESIRABLE):

- At least 2 years of teaching within SMUHSD.
- Permanent, certificated SMUHSD employee.
- Strong interpersonal and collaboration skills.
- Strong verbal, written and technology skills.
- Experience in designing and leading staff training or professional development for adult learners.
- Recent experience with peer observations or student shadowing and teacher coaching.
- Induction (BTSA) Mentor trained.

OTHER REQUIREMENTS: Department of Justice fingerprint clearance. Evidence of tuberculosis clearance.

Induction Coach- Education Specialist

Qualifications

Education/Training Experience

- Possession of a Clear Education Specialist Credential and a minimum of five years successful high school teaching experience.
- Demonstrated ability to effectively communicate regarding special education practices and to coach and support teachers, colleagues and staff so that they may effectively implement best practices.

- Possess analytical and diagnostic skills to assess students differing needs and support teachers in developing effective instructional plans for students.
- Knowledge of specialized instruction and case management for students with learning disabilities.
- Knowledge of the state-adopted academic content and standards and performance levels for students, state-adopted curriculum frameworks, and the California Standards for the Teaching Profession.
- Ability to support teachers and support staff in using research-based instructional learning strategies and differentiated instruction, including assisting teachers in planning, delivering, and assessing lessons.
- Experience in working with English Learners and/or other language minority students.
- Willingness to deepen their understanding of and responsiveness to cultural, ethnic, cognitive, linguistic and gender diversity.
- Willingness to deepen their understanding of and use of effective formative assessment practices.
- Demonstrated leadership ability.
- Meets highly qualified teacher status.

QUALIFICATIONS (DESIRABLE):

- At least 2 years of teaching within SMUHSD.
- Permanent, certificated SMUHSD employee.
- Strong interpersonal and collaboration skills.
- Strong verbal, written and technology skills.
- Experience in designing and leading staff training or professional development for adult learners.
- Recent experience with peer observations or student shadowing and teacher coaching.
- Advanced skills in assessment and the use of data to inform and support intervention strategies targeted to the needs of individual students.
- Induction (BTSA) Mentor trained.

OTHER REQUIREMENTS: Department of Justice fingerprint clearance. Evidence of tuberculosis clearance.

HR Technician

Qualifications

- Bachelor's Degree required.
- HR Experience required.
- Advanced knowledge of word processing programs, including by not limited to all Microsoft Office Applications, graphic programs, spreadsheets and databases.
- The ability to interact with public, staff and administration in a professional manner.

- Candidates must be able to perform essential duties above with or without reasonable accommodation.
- Modern administrative practices, methods and procedures.
- Business letter writing and basic report preparation.
- Information research and survey techniques.

Ability to...

- Use tact and good judgment in informing applicants, candidates and employees about HR rules, policies and procedures.
- Communicate complex information clearly and concisely both orally and in writing.
- Maintain database records and files using computer software including spreadsheets.
- Compile information and prepare reports.
- Make arithmetic calculations with speed and accuracy.
- Analyze procedural matters and resolve problems.
- Prioritize and schedule work tasks independently to meet deadlines.
- Communicate clearly, orally and in writing.
- Operate a computer and human resources information system software.
- Keyboard at a speed of 50 wpm

And 3) If the institution applying is an out of state institution, provide all relevant information about how the instructional services will be delivered to candidates. For instance, will faculty and instructional personnel remain located in the home state and provide services via technology to candidates in California?

San Mateo Union High School District is not an out of state institution.

d) If the institution applying is an out of state institution, the institution must provide all relevant information as to which of the educational services would be located outside of California. For instance, if candidates must go through the out of state offices in order to get financial aid services, the institution should provide that information to the Commission.

San Mateo Union High School District is not an out of state institution.

e) Evidence of TK-12 partnerships for the purposes of providing fieldwork.

Mentors will engage in fieldwork with candidates through job embedded support structures in a variety of formats. Mentors will meet with or directly coordinate support for no fewer than 4 hours a month, with a minimum of three in person meetings during that time frame. Support structures could include, but are not limited to, face to face meetings, in person classroom observations, video recorded classroom observations for reflection between mentor and candidate, cycles of inquiry around

student work, assessment and lesson planning, providing connections to resources and individuals both within and outside of the school site to support the teacher in their development. At this time, the proposed induction program does not have a deliberate plan to provide partnerships with neighboring districts, but is open to the possibility of such partnerships with other secondary education organizations.

f) Information demonstrating sufficient facilities and/or digital learning platforms for candidates.

San Mateo Union High School District provides support in the access and use of technology for all teachers. Newly hired teachers, including induction candidates, are provided a laptop and internet access on both district issued and personal devices. All newly hired and induction candidate teachers receive an orientation on the district's learning management system (Canvas) from our district technology coordinator, along with key resources and tools available to all employees of SMUHSD. Teachers are supported in the use of the learning management system at their school sites by a site-based instructional technology coordinator. The Induction Program Coordinator collaborates with the District Technology Coordinator to design courses for newly hired teachers and induction candidates, and will implement an induction course to help candidates and mentors track program requirements and access blended learning content.

g) A plan to teach out candidates if, for some reason, the institution is unable to continue providing educator preparation program(s). does the plan indicate that prospective California candidates would be well served by the plan? To what extent did the institution provide sufficient information to indicate that if any of the instructional services will be delivered from outside of California, that these services will meet the needs of prospective California candidates?

Should San Mateo Union High School District be unable to continue providing induction services for enrolled teachers, they will contract with San Mateo County Office of Education or another local institution that provides induction services to continue providing induction services for teachers currently enrolled in the program to complete their two year induction program requirement. SMUHSD will work to create an individual transition plan for each teacher currently in the program, still employed with SMUHSD, who requires a second year of induction support, based on their Individual Learning Plan components and progress.