



ENTERPRISE ELEMENTARY SCHOOL DISTRICT

Bulletin #91
April 20, 2026

TO: CERTIFICATED STAFF

FROM: MEAGAN HAWLEY-STONE, HUMAN RESOURCES

SUBJECT: INDUCTION MENTOR (2026/2027)

Unit Members selected as an induction mentor shall receive a \$2,000 stipend per teacher candidate (equivalent to approximately 38 extra hours or 1 hours per week) and 12 hours of induction mentor training. The stipend will be \$1,000 in December and \$1,000 for June. Mentor selections will be made annually.

Induction Mentor Qualifications:

- Hold a clear credential that is a match to the credential candidate.
- 3 or more years of effective teaching experience.
- Knowledge of the context and content of the candidate's teaching assignment.

The Induction Mentor must:

- Review the program handbook within the first 30 days of entering the course
- Participate and successfully complete the required Online Mentor Initial Training course, if a new mentor to the SDCOE Teacher Induction program.
- Participate in SDCOE LMS training, verification meetings, and other professional development activities as required.
- Develop a trusting, meaningful, non-evaluative and supportive relationship with the teacher candidate characterized by openness, sharing, confidentiality, and reflective conversations.
- Make contact with each assigned teacher candidate for no less than one hour each week of the school year providing support in meeting program requirements and just in time needs of the candidate. This contact includes classroom observations, reflections, coaching conversations, action research support, evidence completion, email, phone calls and any other contact as needed to assist the teacher candidate in successfully meeting program requirements.
- Assist and monitor the teacher candidate in completing action research via the ILP, gathering evidence, and completing all program completion requirements to be submitted through SDCOE's LMS within the given timeline.
- Review the teacher candidate's work to ensure it is complete and meets requirements prior to the review and submission of work in SDCOE's LMS (Verification Meetings)
- Complete surveys, logs and document reviews of candidates as required by the program.
- Notify the district lead if concerns arise about a teacher induction candidate. These concerns can include but are not limited to: missed meetings, non-communicative, missed deadlines and potential non-completion.

If you are interested in the above position(s), please return this form to Meagan Hawley-Stone in the Human Resources Department via interoffice mail or email to HR@eesd.net. This posting will close and must be received by the Human Resource Department at the District Office by 3:00 p.m. on April 24, 2026.

- ☐ I am interested in being an Induction Mentor for the 2026/2027 school year and am willing to make the time commitment as detailed above.

Printed Name

School

Grade