

Common Standard 6: Advice and Assistance

Qualified members of the unit are assigned and available to advise applicants and candidates about their academic, professional and personal development, and to assist in their professional placement. Appropriate information is accessible to guide each candidate's attainment of all program requirements. The unit provides support to candidates who need special assistance, and retains in each program only those candidates who are suited for entry or advancement in the education profession. Evidence regarding candidate progress and performance is consistently utilized to guide advisement and assistance efforts.

***Induction Programs:** Participating teachers are advised initially and throughout the program regarding the program requirements for the Early Completion Option, the responsibility to collect evidence of practice, and about the program's policies regarding program extensions.*

Program Implementation Plan

The Monterey County BTSA Induction Program staff and district program advisors provide each participating teacher with clear information, advice and assistance regarding their professional development and requirements to obtain their clear credential. The Monterey County BTSA Induction Handbook spells out the procedures that enable participating teachers to complete the induction program and qualify for a professional clear teaching credential. The Monterey County BTSA Director recommends those teachers for clear credentials who successfully complete the induction program (*California Commission for Teacher Credentialing Recommendation Form - Appendix #*).

The Monterey County BTSA Induction Program works closely with local professional teacher preparation programs and human resources staff from member districts to create a smooth process for each participating teacher to enter the program with appropriate information about requirements leading to completion of the professional clear credential. Tri-County personnel directors and BTSA staff meet in the fall and spring to review the program. Human resources staff from the member districts receive training in new eligibility and program requirements each year.

Human resources personnel, with input from the district program advisors participate in determining candidate eligibility in their respective districts by completing the Participating Teacher Referral form and obtaining a copy of the teacher's current credential or letter from university verifying credential application (*Participating Teacher Referral - Appendix #*). This information is then forwarded to the Monterey County BTSA office where it is processed and returned with the determination of eligibility within 24 hours. A district human resources representative and/or the district program advisor inform the newly hired teacher of program eligibility and the requirement to enter an induction program. The teacher will sign the Clear Credential

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Candidate Application, which outlines the program requirements (*Clear Credential Candidate Application - Appendix #*).

During the first three weeks of school a BTSA Induction orientation is held in which participating teachers are again informed of induction program requirements. If they have not signed the Clear Credential Candidate Application, they will do so at the orientation meeting (*Orientation Agenda - Appendix #*).

Participating teachers hired after the initial BTSA orientations are informed of program requirements in one of the following ways: BTSA will hold additional orientation meetings as needed or will meet with new teachers either in small groups or one-on-one at specific school sites. After participating teachers are informed and understand the induction program, the teacher signs the Clear Credential Candidate Application. Human resources personnel, with input from the district program advisor, participate in determining candidate eligibility in their respective districts by completing the Participating Teacher Referral and obtaining a copy of the teacher's current credential or letter from a university verifying credential application (*Participating Teacher Referral - Appendix #*). Eligible candidates (*BTSA Eligibility Document 09-10 – Appendix #*) include:

1. Teachers in their first and second year of teaching who hold a preliminary or credential,
2. Teachers from out-of-state with less than two years of teaching experience who have a credential issued by another state,
3. Teachers who have taught in accredited private schools here in California for six or more years and who have satisfactory evaluations.

The referral is forwarded to the Monterey County BTSA office where it is processed and returned with the determination of eligibility and the requirement to enter an induction program. The participating teacher will sign the Clear Credential Candidate Application, which outlines the program requirements (*Clear Credential Candidate Application - Appendix #*). The application is forwarded to the Monterey County BTSA office where the director signs it and sends copies to: 1) the District Personnel Office, 2) the Professional Credential Candidate, and 3) the District BTSA Program Advisor. The district program advisor notifies the eligible teacher and informs the teacher of the Orientation, seminar dates, and induction document review meetings.

Multiple Induction Orientations are held each fall for all eligible participating teachers, their support providers and site administrators. The participating teachers and support providers receive a Monterey County BTSA Induction Handbook that describes the program and all requirements to successfully complete the induction program. Each participating teacher will receive an itemized checklist of what is required to complete the two-year program along with available options, suggested timelines, and guidance toward completion (*Induction Completion Checklist - Appendix #*).

The Monterey County BTSA Induction program utilizes a database program designed by Mary Nicely of Nicely Done Solutions, to document a participating teacher's participation in the induction program. The process for verifying each teacher's participation includes monthly logs completed by the support provider, verification of receiving these by the district program advisor, submission of IIPs to the Monterey County BTSA office and bi-annual review of the Induction Portfolio. (Attendance at professional development is entered into the database.) The district program advisor and each participating teacher track evidence of reflective practice and document all clear credential requirements using the Induction Completion Checklist.

Should a teacher need special assistance at any time, he or she will contact the district BTSA program advisor first, and if no solution occurs, then the Monterey County BTSA Director. The Monterey County BTSA program works with the district program advisors to provide additional support for struggling teachers not on track to complete induction (*Monterey County BTSA Induction Participating Teacher Pathway – Appendix #*). Additional assistance to participating teachers may include, but not be limited to, the following:

- Meeting with the participating teacher to discuss their progress
- Identifying those issues that are preventing the participating teacher from making timely progress, and problem solving those issues.
- Making a new support provider match
- Providing the funds for a substitute teacher, if appropriate
- Providing assistance and support in documenting evidence
- Networking with additional professional educators for specifically identified support.
- Prioritizing and reducing adjunct duties, if appropriate

Upon successful completion of the induction program, the signed Induction Standard Completion forms provide the participating teacher with support for their application for a clear credential.

The district program advisor contacts each newly hired teacher at the beginning of the school year within the first two weeks of employment to inform him/her about the Monterey County Teacher Induction-BTSA program. If an eligible, new hire chooses not to participate in BTSA, the new hire writes "I decline to participate" on the Professional Credential Candidate Application (*Professional Credential Candidate Application - Appendix 5-4*). The district program advisor forwards the documents to the Monterey County BTSA office. The BTSA secretary enters these names and social security numbers into the consortium database, tagged "Eligible, Declined to Participate". This action will allow the program to track, by year, those teachers who may choose to select another option for meeting their clear credential requirements during the first two years of teaching. Additionally, the BTSA Director may hold a conference with each of these teachers to make sure that they understand their options.

District program advisors monitor monthly support provider Collaborative Logs, surveys from and conversations with participating teachers, professional development attendance lists, as well as status reports from the BTSA office. Collaborative Logs are completed each month to document the formative assessment work done by the participating teachers and list any issues or concerns the teacher and/or the support provider might have. The BTSA Director surveys participating teachers to assess their progress through the Induction Completion Checklist. The status report from the BTSA program database, provided to district program advisors at bi-monthly meetings, is used to verify the participating teacher's activities specific to Monterey County BTSA Induction Program requirements. (*District Status Report – Appendix #*)

Arriving at a Clear Credential Recommendation

1. At the close of the second year of induction, the BTSA Director, coordinator and other designated program advisors (a panel of at least three members is necessary for the Induction review) meets to review all evidence of the completion of the program requirements.
2. Attendance information, certificates of coursework and records of the participating teacher's work with the support provider documented and maintained in the Monterey County BTSA database are provided to participating teachers as a printout to include with their induction documents.
3. Induction documents are reviewed to assure that the participating teacher has fulfilled the requirements. To complete induction, participating teachers complete the FACT utilizing the tools included for documentation of reflective conversations and data collection.
4. After review and verification, the Monterey County BTSA director or designee signs the cover sheet indicating that evidence was submitted for the following items in the Induction Portfolio:
 - *Teaching Performance Assessment* (as available).
 - Evidence of application of the *CSTP* to include knowledge and use of academic content standards, performance levels, and adopted curriculum materials in one content area (Standards 5 & 6).
 - IIPs and other formative assessment data and FACT tools.
 - Evidence included with the induction documents for standards 5 and 6 may include evidence of a reflective paper, formative assessment data, lesson plans, and workshops, addressing all the elements of demonstration and application of the standards and growth over time.

Policy Regarding the Extension of The Induction Program

The purpose of this policy is to provide opportunities for extending the induction program to those participating teachers who do not complete the program during their initial two years of teaching.

Although each participating teacher is encouraged and expected to complete the Monterey County BTSA Induction Program within the initial two years of California

employment, extenuating circumstances may preclude this from being accomplished. The participating teacher must request an extension of the Induction Program using the *Application to Extend the Induction Program* form to the Program Director (*Application to Extend the Induction Program - Appendix #*). The BTSA Director will meet with the sponsoring district’s BTSA program advisor. The following criteria may be considered in approving an extension:

1. Severe personal health issues* related to the participating teacher.
2. Severe health issues related to the immediate family** of the participating teacher. The district’s employment policies define immediate family.
3. An approved leave of absence from the district of employment
4. Relocating to another state or country. Must return to California in time to complete the prescribed program within the five-year limitation.
5. Other extenuating circumstances.

* Severe personal health issue defined as under a doctor’s care, and precluded from working
 **Severe health issue related to immediate family defined as the participating teacher must stop working in order to care for immediate family member who is under a doctor’s care

Fees For Participants with Approved Extensions

The Monterey County BTSA program has the right to charge fees to the participating teacher when the teacher is no longer eligible for funding.

No Fees	Fees Charged
The participating teacher has completed one full year of induction, is granted a full year extension, and returns for a full year of service.	The participating teacher has completed a partial year of induction. To finish that partial year of induction, a monthly fee will be figured for the work that needs to be completed. A year is based on 180 workdays. A month is based on 20 workdays. Fees are due and payable by the 5 th of each month.

Appeal

A participating teacher may present evidence and documentation that would support an appeal of the above fee consideration examples under the circumstances of severe hardship. Appeals are made in writing to the Monterey County Director. Upon receipt, the teacher, the BTSA Director and the sponsoring district’s BTSA program advisor will meet to review the evidence and documentation.

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In the case of a participating teacher who fails to complete the program because he or she failed to attend all required seminars or has not completed the induction documents and activities, this teacher shall have one year in which to complete all make-up work. Should a support provider's assistance be required in order to complete the work, the participating teacher will be assessed a monthly fee as needed. Funds must be received prior to each month required for make-up work.

Each participating teacher receives a written document called the *Clear Credential Candidate Application* at his or her time of hire or BTSA orientation. This document is reviewed for understanding of the induction program requirements. Signed copies are kept on file with participating teacher, the district program advisor, the district human resources office, and the BTSA office.

Each district program advisor works closely with his or her human resources department to identify all eligible teachers. Eligible teachers are invited to an orientation of the Monterey County BTSA Induction Program and provided full information about the program requirements and expectations.

The Orientation Packet contains:

- A Welcome Letter
- A handbook describing the Monterey County Induction Program
- Roles and Responsibilities Agreement Form (reviewed and signed copies on file with participating teacher, district coordinator, and the BTSA office)
- A presentation about essential program information
- A brief description of how the Consortium works collaboratively with the district
- Completion requirements

Eligible teachers who are hired after the Orientation are given a small group or individual introduction to the BTSA program by the district program advisor and/or the BTSA director. The participating teacher is provided with a support provider within a month of being hired, if they are hired before the beginning of December.

EVIDENCE

6-1	<i>California Commission for Teacher Credentialing Recommendation Form</i>
6-2	<i>Process to Enroll Participating teachers in BTSA</i>
6-3	<i>Orientation Agenda</i>
6-4	<i>Application to Extend the Induction Program</i>
6-5	<i>BTSA Eligibility Document 06-07</i>
