



# Fresno County Superintendent of Schools Teacher Induction Advice & Assistance

## Advice and Assistance Process

As required by the California Commission on Teacher Credentialing (CTC), FCSS Teacher Induction is designed to be completed in a teacher's first two years of teaching with a preliminary credential.

### Process to reassign Induction Coach if pairing is not effective:

- If deemed by the Participating Teacher that the current Induction Coach assigned is not effective, please follow the steps below:
  1. Contact your designated Induction team member for a confidential conversation at your earliest convenience via phone or email, accessing the [program's contact information webpage](#). Your designated Induction team member will work with you to find a resolution based on the information shared. Additional educational partners will be included in the process as needed and as approved by the teacher.
  2. Based on the meeting and/or plan developed with your designated Induction team member, if you are still not satisfied with the resolution, contact the Induction Director via phone or email, accessing the [program's contact information webpage](#). Additional educational partners will be included in the process as needed and as approved by the teacher.
  3. Induction program staff are here to support you and your Induction experience. Please know that we will work with you and your district to ensure that an effective match is in place for you.

### Process to inform Participating Teachers (PT) of progress:

- Current status of documents, meeting attendance and other requirements available on the participating teacher's digital account.
- Program Requirement Documents read frequently and progress reported as
  - Growth Demonstrated
  - Additional Evidence Needed
- Ongoing feedback from Induction Coach, Induction Reviewer and Induction Staff
  - Email correspondence
  - Phone conferences
  - Induction Coach and PT meetings
- Required Meetings
- Completed Monthly Collaboration Logs which reflect frequent and ongoing collaboration and evidence of teacher growth or lack thereof (submitted by Coach)

### Advice and Assistance for Participating Teachers lacking progress:

(Any of the steps listed below may be used in the Advice and Assistance Process as necessary)

- Ongoing communication from Induction Coach, Induction Reviewer and Induction Staff
- Additional scheduled meetings may include any of the following:
  - Participating Teacher and Induction Coach
  - Participating Teacher, Induction Coach, and Induction Staff
  - Participating Teacher, Induction Coach, Induction Staff, and Site Administrator
- Notification sent to the PT's Administrator and/or District with information about inadequate progress towards credential completion.
- If progress continues to be insufficient, a formal Advice and Assistance meeting will take place with the PT, Induction Coach, Site Administrator, and Induction Staff where an Individual Action Plan will be created.

## **Special Assistance Request/Grievance Process**

As you are aware, your participation in the FCSS Teacher Induction carries with it certain commitments and responsibilities. It is your responsibility to complete all program requirements for earning your clear credential. It is imperative that you contact our office immediately if you need additional help. If at any time you would like to request special assistance, please utilize any of the steps below.

- Discussion with Induction Coach
- Email or call Induction Staff
  - Request a meeting with Induction Staff
- Visit our FCSS Teacher Induction Office
- Meet with Induction Staff at Required Meetings (Before, During, After)
- Contact FCSS Human Resources Executive Director