

Description of Timeline for Enrollment and Mentor Assignment		
Step	Description	Document Link
1	Candidate is identified: The Human Resources Department processes candidates paperwork and notifies the induction program specialist of a new teacher hired in the district by completing a New Teacher Induction Placement form.	New Teacher Induction Placement
2	Eligibility of Candidate: Induction Leadership determines the eligibility of the Candidate by checking with the CTC website for teaching credential status.	
3	Enrollment and Matching Process: Candidates that are eligible are enrolled in the program as Induction Candidates. New teachers enrolled in the AUHSD Induction Program are assigned a mentor within thirty (30) days of enrolling in the program. The Induction Leadership Team works with site principals to ensure that quality mentors are assigned to each Participating Teacher. Effort is made to match Mentors with Candidates according to credentials held, grade level and/or subject area, and school site. If a match using the parameters is not possible, the Mentor will connect the Candidate with appropriate staff and resources for additional support.	Mentor/Candidate Match
4	The AUHSD Induction handbook is provided to each candidate and mentor at the orientation: The handbook provides a one-stop guide to the Induction Program for Mentors and Candidates, including timeline, resources, and supports. At the beginning of the new school year, the latest handbook is posted and shared with our current Induction participants who must verify that they have received and reviewed its contents by completing the Handbook Receipt Form. The orientation provides Candidates and Mentors with an overview of Induction goals, program sequence and expectations.	AUHSD Induction Handbook Orientation Slides
5	Early Completion Option is presented at the orientation: All Participating Teachers are informed of this option at the orientation. It is also published in the handbook.	Early Completion Application

7.	Mentors attend a training and are presented with information on how to support their Candidates with Induction requirements and the cycle of inquiry with the ILP . This is provided prior to the orientation and Mentors begin meeting with their candidates. Mentors meet with Candidates a minimum of one hour per week on average. The type of support will vary but will include, “just in time” support, collaboration time, observations, emails, professional learning opportunities, attendance at Induction workshops, and communication via email, phone, or Google meets. Weekly meetings are recorded on the Mentor/Candidate Log.	Mentor Training Slides