



Palo Alto Induction Consortium Participating Teacher Professional Letter of Commitment, 2021-2022

The purpose of the Palo Alto Induction Program is to provide assistance and support to teachers new to the profession. The program facilitates continuous improvement in the classroom through focused professional dialogue and reflection on practice. Completion of the program is not a condition of employment. It is offered as a benefit to teachers interested in fulfilling the Commission on Teacher Credentialing requirement for a Professional Clear Credential.

As a Participating Teacher, I understand and commit to:

- Meeting regularly with my mentor in alignment with the Induction standard: “an average of not less than one hour per week of individualized support/mentoring coordinated and/or provided by the mentor”.
- Completing the CSTP self-assessment and a class profile, setting initial goals, and seeking administrator input into my goals within 60 days of enrollment in the program
- Designing and completing Action Plans in alignment with my goals
- Meeting end-of-year expectations for submitting reflective essay and ILP that shows “progress towards mastery” on our program rubric by the designated deadline
- Participating in all Induction program activities, including orientation, professional learning, and program evaluation processes (surveys and/or focus groups)
- Notifying the mentor and/or program director about any barriers to successful participation in the program.
- Communicating questions or concerns about the Induction program to the Induction Director, including a request for an alternate Mentor in the event of incompatibility. (Grievances on any aspect of the program may be submitted to the Induction Director for attention and resolution.)

Program Benefits:

- One-on-one support and assistance from a Mentor
- Professional learning to expand your repertoire of instructional strategies, ability to teach required content standards, and understand and apply the teaching standards.
- Four units of continuing education credit available for purchase through University of San Diego for each year

Confidentiality:

- I have the assurance of appropriate confidentiality concerning my work with my assigned Mentor. Individualized Learning Plan materials will not be used for evaluation of personnel.

As a Participating Teacher, I am aware of the following aspects of the Program:

- I have read and understand the requirements of this program outlined above and in the [Handbook](#)
- I understand that if I do not complete all program requirements by June of my second year, fees will be charged as per the attached fee schedule
- I have read the Statement of Nondiscrimination in the [Induction Handbook](#), page 2
- I am aware of the mentor match process and how to seek support if the match is not effective, ([Handbook](#) pg. 8)
- I am aware of the grievance process in the [Induction Handbook](#), page 11
- I acknowledge that completion of this program is not related to employment decisions by the employing district.

Participating Teacher's Name *(Please Print)* _____

Participating Teacher's Signature _____ Date _____



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Fee Schedule for completing Induction program requirements after 2-year period
as indicated on Participating Teacher Professional Letter of Commitment

Teachers employed by the Palo Alto Induction Consortium districts are assigned an induction Mentor and afforded all induction services free of charge. However, if participants fail to meet their requirements as outlined in the Letter of Commitment – after fair and reasonable attempts to resolve delinquent status – the fee schedule below will be applied.

Item	Fee
Penalty for voluntary withdrawal from program within a given year (not applicable if the participating teacher is involuntarily released from their employment)	\$1500
Estimated full year cost (provided at no cost to contracted teachers in the first two years)	\$4,000 – 6,000/per year
Late Individual Learning Plan submission after May due date (5/13/22), in the year of completion	\$150