



San Mateo-Foster City School District

2024-2025 INDUCTION MENTOR PACING GUIDE AND COMPLETION MATRIX



Candidate: _____ Assignment: _____ Site: _____ Year 1 / Year 2 Candidate/ ECO

Date	Mentor Responsibilities	Items to Review with Candidate	Resources
Fri, Aug 9 9:00-12:00 Wed/Thurs, Aug 21/22 3:30 - 5:00	☐ Attend Mentor Meeting (Virtual)		In-person Academy Slide Deck Virtual Academy Sile Decks: Part 1 Link to slide deck Part 2 Link to slide deck Mentor Handbook
August	☐ Outreach ☐ Relationship Building ☐ "Just in Time" Coaching ☐ Complete Mentor Log / Submit Time Card	☐ Mentor Role and Responsibilities ☐ Staff/School/Office Information ☐ Classroom environment ☐ Classroom management	Mentor Responsibilities
Wed, Aug 28 3:00-4:30	☐ Attend Induction Launch w/ Candidate	☐ Reflect on Induction Launch and discuss next steps; clarify as needed.	Link Slide Deck
September <i>Steps 1 and 2</i>	☐ Introduce Individual Learning Plan (ILP) ☐ Scribe Notes from CSTP Reflection ☐ Scribe Induction Goals based on Conversation ☐ Complete Mentor Log / Submit Time Card	☐ Review 6 CSTPs ☐ Candidate Selects Elements ☐ Candidate Completes Self-Assessment ☐ Triad meeting with site Principal	ILP CTSP
Thurs, Sept 19 3:30-4:30	☐ Attend Mentor Meeting (Virtual)	☐ Review Chapter 4, <i>The Impact Cycle</i> , of <i>The Definitive Guide to Instructional Coaching</i> by Jim Knight	Link Slide Deck
Thurs, Sept 26 3:30-4:30	☐ Induction Governing Board Meeting	☐ Work in subcommittees begins	Link Slide Deck
October <i>Steps 3, 4, 8</i>	☐ Support Candidate in exploring district goal options ☐ Notify Suzi when ILP Steps 1-3 are complete ☐ Complete Mentor Log / Submit Time Card	☐ Develop ILP Goals (Candidate to self-select) ☐ Discuss P.D. activities related to Goals ☐ Discuss observation opportunity	
Mon, Oct 28 3:30-4:30	☐ Induction Governing Board Meeting	☐ Review Chapters 5 in Jim Knight's <i>Instructional Coaching</i> book	Link Slide Deck
Wed, Nov 6 or 7th 3:15 - 4:45	☐ Attend Mid Year Check-in with Candidate	☐ Discuss Reflection on Meeting	Link Slide Deck
Thurs, Nov 14 3:30-4:30	☐ Mentor Office Hours(Virtual)	☐ Review Chapter 5, <i>Data</i> , of <i>The Definitive Guide to Instructional Coaching</i> by Jim Knight	

November Step 5 Steps 4, 8 con't	☐ Introduce Cycle of Inquiry #1 ☐ Scribe Inquiry data ☐ Complete Mentor Log / Submit Time Card	☐ Year 1: Analysis of Focus Student Work ☐ Year 2: Analysis of Student Work ☐ Discuss P.D. activities related to Inquiry ☐ Log any Professional Development	
December 2, 3, 4	ACCREDITATION SITE VISIT (VIRTUAL)		
December Steps 5, 4 con't	☐ "Just in Time" Coaching ☐ Scribe Inquiry update ☐ Complete Mentor Log / Submit Time Card	☐ Review progress on Inquiry – update ILP ☐ Log any Professional Development	
January Steps 4, 5, 8 con't	☐ "Just in Time" Coaching ☐ Scribe Inquiry update ☐ Complete Mentor Log / Submit Time Card	☐ Review progress on Inquiry ☐ Complete Fall Inquiry - update ILP ☐ Log any Professional Development ☐ Discuss/Arrange Observation of Teaching	Guidelines for Teacher Observation
Thurs, Jan 23 3:30-4:30	☐ Attend Mentor Meeting (Virtual)	☐ Review Chapter 5, <i>The Instructional Playbook</i> , of <i>The Definitive Guide to Instructional Coaching</i> by Jim Knight	Link Slide Deck
Thurs, Feb 6 3:30-4:30	☐ Induction Governing Board Meeting	☐	Link Slide Deck
February Steps 6 and 7 Steps 4, 8 con't	☐ Scribe M's Reflection on CSTP Elements ☐ Introduce Cycle of Inquiry #2 ☐ Scribe Inquiry data ☐ Complete Mentor Log / Submit Time Card	☐ Complete Mid-Year Self-Reflection (Review CSTP elements to show growth) ☐ Begin Cycle of Inquiry ☐ Discuss P.D. activities related to Inquiry ☐ Discuss/Arrange Observation of Teaching	TPEs for Interns Alignment of TPEs for Interns Mid-year Reflection for Interns
March Steps 4, 7, 8 con't	☐ "Just in Time" Coaching ☐ Scribe Inquiry data ☐ Complete Mentor Log / Submit Time Card	☐ Review progress on Inquiry – update form ☐ Log any Professional Development ☐ Candidate Writes notes from Observation	
Thurs, Mar 13 3:30-4:30	☐ Attend Mentor Meeting (Virtual)		Mentor Survey Link Slide Deck
Wed, Apr 16 3:15 - 4:45	☐ Attend Spring Gathering with Candidate	☐ Discuss Reflection on Gathering	Link Slide Deck
April Steps 4, 7, 8 con't	☐ "Just in Time" Coaching ☐ Scribe Inquiry data ☐ Complete Mentor Log / Submit Time Card	☐ Review progress on Inquiry ☐ Complete Spring Inquiry ☐ Candidate Describes Learning from 1 P.D.	
May Step 9	☐ "Just in Time" Coaching ☐ Complete Mentor Log / Submit Time Card	☐ Candidate Completes End-of-Year Reflection	EOY Reflection Guidance
Thurs, May 15 5:00 - 6:30	☐ Attend EoY Celebration with Candidates & Mentors & Administrators	☐ Yr. 2 Candidate completes Slide Deck to be shared at Celebration	Link Agenda / List of Yr 2
June	☐ "Just in Time" Coaching - first week only ☐ Complete Mentor Log – Forward all Logs to Suzi Riley by June 5th ☐ Submit FINAL time card by June 5th	☐ Support Candidate with ideas for end of year ☐ Wrap up/ Closure - o Units for purchase - o Letters of Transport - o Certificates of completion	