



NCC TRI Teacher Induction Program Special Assistance Plan

Candidate:	Mentor:
Program Lead:	Date:

The candidate requires a Special Assistance Plan because the following Teacher Induction Program conditions have not been met (check all that apply):

☐ **Not Met**

Individual Learning Plan: Complete and submit all ILP assignments by the due date. Complete all required entries in each section of the ILP (Goal, CSTPs, Learning and Support Opportunities, Analysis of Impact, Reflections, Just-in-Time Support) with elaboration and hyperlinked evidence where applicable.

☐ **Not Met**

Observations: Complete an observation of a colleague and document observations and learning in the “Learning and Support Opportunities” section of the ILP; collaborate with mentor on the Observation Tool in preparation for an observation by your mentor as well as after the observation is complete.

☐ **Not Met**

Feedback & Resubmission: Complete all survey/feedback forms and resubmit any assignments or assessments that do not meet program standards within one week of feedback.

☐ **Not Met**

Quality: Submit work that is graduate level. All assignments will be typed, reflect correct spelling, punctuation and grammar while also following directions.

☐ **Not Met**

Originality: Submit only original work. If another reference is utilized it must be cited. Plagiarism, including copying one’s own previous submission, will result in being dropped from the program.

☐ **Not Met**

Meeting Attendance: This includes on time arrival for meetings for professional learning meetings as well as weekly mentorship meetings.

☐ **Not Met**

Communication: Communicate in a timely manner with your mentor or the program manager if a problem arises. Interact with mentors, program manager, and fellow teacher candidates in a professional manner.

☐ **Not Met**

Confidentiality: Maintain confidentiality and discretion between the mentors and fellow new teacher candidates.

☐ **Not Met**

Other:

In order to meet the Teacher Induction Program conditions, the candidate and mentor agree to the following action steps (check all that apply):

- ☐ **Communication:** Candidate will communicate with Mentor/Program Manager with weekly updates in reference to ILP progress.
- ☐ **Professional Learning:** Candidate will review additional resources such as videos, professional books and digital resources pertaining to their goal or additional area of need. Professional conferences and webinars related to the goal or area of need may also qualify as professional learning opportunities. This learning will be documented on the ILP.
- ☐ **Mentor Observations:** Candidate will collaborate with Mentor on additional observations by mentor targeting areas of identified need with formative assessment feedback. These observations will include post-observation reflective conversations and be documented on the ILP.
- ☐ **Candidate Observation of Colleagues:** Candidate will observe additional lessons that include the use of effective practices targeting their goal or area of need. These observations will include post-observation reflective conversations and be documented on the ILP.
- ☐ **Progress Monitoring Conferences:** Candidate will attend Progress Monitoring Conferences with the Mentor and Program Manager. The frequency of conferences will be determined at the initial Special Assistance Plan conference but is subject to change based on ILP progress .
- ☐ **Submission of ILP:** Candidate will submit their completed ILP inquiry cycle, or if needed, resubmit the document with required revision. Completed document should be emailed to Program Manager by a predetermined date.
- ☐ **Other:**
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The Induction Program Manager will document a plan for extension.

The Progress Monitoring Conference is scheduled on: _____

Candidate Signature:	Date:
Mentor Signature:	Date:
Program Manager Signature:	Date:

SA Plan: Approved Not Approved

(scroll down for follow-up conference and documentation)

Date of Progress Monitoring Conference:_____

Candidate Signature:	Date:
Mentor Signatures:	Date:
District Lead Signature:	Date:

Documentation: (list evidence of SAP)

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Next Steps:

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*Those who do not fully complete program requirements within the allotted time will be required to reapply in writing to the program for a third year.

****Written reapplication will include the rationale for non-completion of the program. If a participating teacher provides substantial documentation to show extenuating circumstances beyond their control, the induction program and employing district **may** agree to re-enter the teacher on an individualized written agreement. Participating teachers who cannot show documented extenuating circumstances **may or may not be** readmitted to the program.**