SAN MATEO-FOSTER CITY SCHOOL DISTRICT

Live • Lead • Learn

# 2024-25 Admission and Successful Completion

**Eligibility and Notification Form**

The San Mateo-Foster City School District embraces diversity and actively seeks to include diversity in its staff (certificated and classified employees) including diverse abilities, culture, language, ethnicity, and gender orientation. Beyond the non-discrimination of any person or protected class, we have a culture of inclusiveness that makes our district attractive to staff and students.

Board Policy 0410
The San Mateo-Foster City School District offers California Teacher Induction to any employee of the San Mateo-Foster City School District who holds a preliminary teaching credential. The admission, retention, and completion of this program are made with equal access and opportunity, and are free from harassment in accordance with the law.

The San Mateo-Foster City School District does not allow discrimination, intimidation, harassment (including sexual harassment) or bullying based on a person's actual or perceived race, color, ancestry, nationality/national origin, immigration status, ethnic group identification/ethnicity, age, religion, marital status/ pregnancy/ parental status, physical or mental disability, sex, sexual orientation, gender, gender identity, gender expression, genetic information, medical information or association with a person or group with one or more of these actual or perceived characteristics. For questions or complaints, contact: SMFCSD Equity Officer: John Cosmos, Executive Director of Human Resources; 1170 Chess Drive, Foster City, CA 94404; jcosmos@smfcsd.net 650 312-7700
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When a teacher is hired in this district, the Confidential Administrative Assistant for Human Resources includes an application for Induction in the Job Offer package, and shares the name of any new employee who holds a preliminary teaching credential. **Eligibility and Notification Form**

The Director of California Teacher Induction then contacts that new employee to set up an interview to determine the best mentor match for the candidate.

***Overview of completion requirements: "Course and fieldwork requirements"***
The mentor and the candidate work together to build an Individual Learning Plan that includes mentor, or mentor-coordinated activities for **one hour per week** including

- Reflection on the CSTP with self-assessment that shows progress toward mastery of the CSTP
- Professional, Collegial relationships with teammates on site
- Professional growth goals and plans to achieve those goals
- Analysis of Student Work
- Focused Cycles of Inquiry
- Observation of other teaching
- Final reflection showing progress toward mastery of the CSTP

Over the two year period, mentors meet with candidates, or coordinate activities related to the Individual Learning Plan, for an average of one hour per week (per the standards from the California Commission on Teacher Credentialing.)

Throughout the process, candidates will complete many shorter cycles of inquiry in which a question is posed-- and by observation (which may include video playback) and reflection with the mentor or other content coach, find practices and pedagogies that lead to universal access. Once you have successfully completed the inquiries, reflection on practice, and professional learning outlined in your individual learning plan (goals), you will be recommended for your clear credential. This link to Individual Learning Plan shows the most common pathway*

If, at any time, you have a problem or grievance, please follow this procedure. *Note that some links in this plan will not work unless you are signed in with your district login.