

El Dorado County Teacher Induction Program



GRIEVANCE POLICY

The El Dorado County Teacher Induction Program Grievance Process is as follows:

1. **Eligibility:** At the point of hire, the employing agency confirms a candidate's credential status with California Commission for Teacher Credentialing (CTC). Eligibility requirements include posting a preliminary California Teaching Credential with the CTC in either General Education or as an Education Specialist prior to participation in Induction. Using the online El Dorado County Teacher Induction Program enrollment system, the employing agency enrolls the teacher into the program. Upon receipt of completed enrollment, the Induction Program will directly contact and communicate next steps to the Participating Teacher. If new teachers are denied eligibility, the Induction will be inform the employing agency and teacher of the criteria that must be met in order to participate.

2. **Candidate Work:** Satisfactory completion of work is based on two components:

Completion of required coursework

Participating Teacher coursework must offer evidence of growth along the Continuum of Teaching Practice (CTP) and provide specific examples of progress. Examples could include, but are not limited to, student data, instructional and behavioral strategies implemented, and professional development.

If coursework is evaluated as unsatisfactory, the Participating Teacher will work with an Induction Coordinator to clarify expectations and devise a timeline for re-submitting the incomplete/unsatisfactory sections of work. If the candidate is unable to complete the assignments in the agreed-upon time frame, the work will carry over into the new school year with a new time frame given. Again, it must be noted that the next steps in Induction cannot begin until the prior year's work is complete, e.g. year two may not begin before year one work is complete.

Attendance and participation during seminars

Attendance and participation during required online seminars ensures all Participating Teachers are receiving the professional development and support to complete all Induction requirements. One absence per year for both Participating Teachers and Mentors is allowed due to illness or emergency circumstances. If further absences occur, the Participating Teacher or Mentor will conference with Induction leadership to design next steps in order to maintain enrollment in the program.

In the event that the Participating Teacher disagrees with findings, the Participating Teacher may file a grievance.

GRIEVANCE PROCEDURES

1. It is the responsibility of the Participating Teacher to inform the program of the specific grievance verbally. The Participating Teacher will meet with the program director informally to discuss the situation and reach a resolution.
2. If resolution is not satisfactory, a Participating Teacher may formally submit a written grievance.
3. Upon receipt of the grievance, the program director secures confidential information from the Participating Teacher. Efforts will be made to maintain respect and dignity for all those involved and to collaboratively

determine a solution to the presented issue (s). The Participating Teacher who files a grievance may present evidence and documentation that would support program requirement completion.

4. The program director shares the information with the district's leadership team representative and together they make the determination for a possible solution.
5. All grievances will be handled in a timely manner and solutions will be documented in writing within 30 days of written submission.