

**DEPARTMENT OF EDUCATION
PROFESSIONAL STANDARDS BOARD**

Statutory Authority: 14 Delaware Code, Sections 1203, 1205(b), 1210(b)(1), and 1212(a) (14 **Del.C.** §§1203, 1205(b), 1210(b)(1), & 1212(a))
14 **DE Admin. Code** 1503

FINAL

ORDER

1503 Comprehensive Educator Induction Programs

I. SUMMARY OF THE EVIDENCE AND INFORMATION SUBMITTED

Pursuant to 14 **Del.C.** §§1203, 1205(b), 1210(b), and 1212, the Professional Standards Board, acting in consultation and cooperation with the Delaware Department of Education ("Department"), developed amendments to 14 **DE Admin. Code** 1503 Comprehensive Educator Induction Programs. The regulation concerns mentoring requirements for licensed educators in Delaware public schools. The proposed amendments include amending the titles of Sections 3.0 and 7.0, clarifying subsections 3.3, 9.3, 14.1.4, and 14.1.12, and amending subsection 10.4 to remove the reference to the mentoring playbook and replace it with Department-provided resources. In addition, Section 18.0, which concerns the effective date of the current regulation, is proposed to be stricken.

Notice of the proposed regulation was published in the *Register of Regulations* on July 1, 2024. The Professional Standards Board did not receive any written submittals concerning the proposed regulation.

**II. ASSESSMENT OF THE IMPACT ON ACHIEVEMENT OF THE STATE'S GREENHOUSE GAS EMISSIONS
REDUCTION TARGETS AND RESILIENCY TO CLIMATE CHANGE**

The Secretary of Education has reviewed the proposed regulation as required by 29 **Del.C.** §10118(b)(3) and has determined that any assessment of the impact of the proposed regulation is not practical.

III. FINDINGS OF FACTS

On August 1, 2024, the Professional Standards Board voted to propose 14 **DE Admin. Code** 1503 Comprehensive Educator Induction Programs, in the form attached hereto as Exhibit A, for adoption by the Department subject to the State Board of Education's approval.

The Department finds that the proposed amendments to the regulation are necessary to implement 14 **Del.C.** Ch. 12 and are designed to improve the quality of the Delaware educator workforce and to improve student performance. Accordingly, the Department finds that it is appropriate to amend 14 **DE Admin. Code** 1503 Comprehensive Educator Induction Programs.

IV. DECISION TO AMEND THE REGULATION

For the foregoing reasons, the Department concludes that it is appropriate to amend 14 **DE Admin. Code** 1503 Comprehensive Educator Induction Programs subject to the State Board of Education's approval. On August 15, 2024, the State Board of Education approved amending 14 **DE Admin. Code** 1503 Comprehensive Educator Induction Programs. Therefore, pursuant to 14 **Del.C.** §§1203, 1205(b), 1210(b)(1), and 1212(a), 14 **DE Admin. Code** 1503 Comprehensive Educator Induction Programs, attached hereto as Exhibit A, is hereby amended.

V. TEXT AND CITATION

The text of 14 **DE Admin. Code** 1503 Comprehensive Educator Induction Programs amended hereby shall be in the form attached hereto as Exhibit A and said regulation shall be cited as 14 **DE Admin. Code** 1503 Comprehensive Educator Induction Programs in the *Administrative Code of Regulations* for the Department.

VI. EFFECTIVE DATE OF ORDER

The effective date of this Order shall be ten days from the date this Order is published in the *Register of Regulations*.

IT IS SO ORDERED the 15th day of August, 2024.

Department of Education

Mark A. Holodick, Ed.D., Secretary of Education

Approved this 15th day of August, 2024.

State Board of Education

/s/ Shawn Brittingham, President

/s/ Rajalakshmi Lodhavia

/s/ Deborah Stevens, Vice President

(Absent) Rev. Provey Powell, Jr.

/s/ Meredith L. Griffin Jr.

/s/ Harvey Kenton Jr.

***Please note: Electronic signatures ("/s/") were accepted pursuant to 6 Del.C. §12A-107(d).**

1503 Comprehensive Educator Induction Programs

1.0 Content

This regulation shall apply to comprehensive educator induction programs, including coaching, mentoring, and professional learning activities required of licensed teachers, specialists, and administrators in Delaware public schools, pursuant to 14 Del.C. Ch. 12.

14 DE Reg. 30 (07/01/10)

17 DE Reg. 726 (01/01/14)

25 DE Reg. 82 (07/01/21)

27 DE Reg. 972 (06/01/24)

2.0 Definitions

The following words and terms, when used in this regulation, shall have the following meaning:

"Administrator" means a person who holds an active educator's license issued by the Department under 14 Del.C. Ch. 12, and holds at least 1 of the following Standard Certificates: School Principal and Assistant School Principal Standard Certificate (14 DE Admin. Code 1591), Certified Central Office Personnel Standard Certificate (14 DE Admin. Code 1592), Superintendent and Assistant Superintendent Standard Certificate (14 DE Admin. Code 1593), Special Education Director Standard Certificate (14 DE Admin. Code 1594), and Charter School Leader Standard Certificate (14 DE Admin. Code 1596).

"Administrator mentor" means a certified administrator who holds a Continuing License, is currently employed as an administrator, performs the duties and responsibilities in the State's administrator mentor program, and is rated as satisfactory on the State's current evaluation system or the equivalent thereof on a state-approved alternative educator evaluation system. A certified administrator is an educator who holds at least 1 of the following Standard Certificates: School Principal and Assistant School Principal Standard Certificate (14 DE Admin. Code 1591), Certified Central Office Personnel Standard Certificate (14 DE Admin. Code 1592), Superintendent and Assistant Superintendent Standard Certificate (14 DE Admin. Code 1593), and Special Education Director Standard Certificate (14 DE Admin. Code 1594).

"ARTC program" means an alternative routes for teacher licensure and certification program that is approved by the Department pursuant to 14 Del.C. §§1260 to 1266.

"Department" means the Delaware Department of Education.

"Employing authority" means any entity which employs educators, and includes school districts, charter schools, boards of directors, and management companies.

"Induction coach" means a person who holds an active educator's license issued by the Department under 14 Del.C. Ch. 12, is currently employed at a school district or charter school in Delaware, and has participated in the training for coaches of teachers and specialists required by the Department and the employing authority. Educators serving as coaches are those who have satisfactory evaluations on the State's current evaluation system, or the equivalent thereof on a state-approved alternative educator evaluation system, during the school year in which they coach and may not be on an improvement plan, or the equivalent thereof in a state-approved educator evaluation system. Coaches are selected by the employing authority to provide support for teachers and specialists in years 1 and 2 of the comprehensive educator induction program and may be eligible for an additional responsibility assignment salary supplement as provided in Section 16.0.

"Induction coordinator" means an individual appointed by an employing authority to annually submit and oversee an approved comprehensive educator induction program for teachers and specialists for the school district or charter school and serve as a liaison between the employing authority and the Department.

"LEA induction team" means the team of personnel at the local education agency level who meets throughout the school year to provide a clear framework that aligns with the expectations in the comprehensive educator induction program.

"Lead induction coach" means an individual who is employed by an employing authority as a teacher or specialist, performs the duties and responsibilities assigned to that position, has satisfactory evaluations on the State's current evaluation system, or the equivalent thereof on a state-approved alternative educator evaluation system, during the school year in which the individual is the lead induction coach and may not be on an improvement plan, or the equivalent thereof on a state-approved alternative educator evaluation system. In addition, the lead induction coach is selected by the employing authority to oversee the comprehensive educator induction program at the building level and is an active part of the site induction team. The lead induction coach provides guidance and professional learning to induction coaches and support to teachers and specialists in years 3 and 4 of the program.

"Professional learning" means activities that incorporate active learning and are job-embedded, sustained and continuous, and aligned to standards. Professional Learning may be collaborative and aligned with school goals.

"Site induction team" means the team of personnel at the school level who meet throughout the school year and are responsible for implementing the local level program.

"Specialist" means a person who holds an active educator's license issued by the Department under 14 **Del.C.** Ch. 12 to engage in other related professional support services, is currently employed at a school district or charter school in Delaware, and holds at least 1 of the following Standard Certificates: Elementary School Counselor (14 **DE Admin. Code** 1522), Secondary School Counselor (14 **DE Admin. Code** 1545), School Nurse (14 **DE Admin. Code** 1582), School Psychologist (14 **DE Admin. Code** 1583), or School Social Worker (14 **DE Admin. Code** 1584).

"Teacher" means a person who holds an active educator's license issued by the Department under 14 **Del.C.** Ch. 12, is currently employed at a school district or charter school in Delaware, and meets students on a regularly scheduled basis, plans and delivers instruction, develops or prepares instructional materials, and evaluates student performance. For the purpose of this regulation, teachers include individuals who hold the School Library Media Specialist Standard Certificate (14 **DE Admin. Code** 1580) or School Reading Specialist Standard Certificate (14 **DE Admin. Code** 1581).

14 DE Reg. 30 (07/01/10)

17 DE Reg. 726 (01/01/14)

20 DE Reg. 718 (03/01/17)

24 DE Reg. 146 (08/01/20)

25 DE Reg. 82 (07/01/21)

27 DE Reg. 972 (06/01/24)

3.0 Comprehensive Educator Induction Programs for Teachers and Specialists

- 3.1 The Department shall develop guidelines and recommendations for comprehensive educator induction programs for teachers submitted annually by an employing authority's LEA induction team, which provides guidance and evaluation of the locally developed program to support the developing proficiencies of new educators and educators serving in new assignments, provide mentoring and coaching to enhance professional learning, foster colleague relationships, and ensure job-embedded professional learning for continuous improvement:
 - 3.1.1 An employing authority shall develop and then implement an approved comprehensive educator induction program for teachers that meets the requirements specified in Sections 4.0, 5.0, and 9.0 of this regulation.
 - 3.1.2 The employing authority's appointed person from the LEA induction team shall submit the program plan to the Department for review and consideration of approval according to the application procedure template and timelines set by the Department.
 - 3.1.3 The teachers' program shall be aligned with applicable state teaching and professional learning standards for teachers and shall include training and support of the components of the State's current evaluation system or a state-approved alternative educator evaluation system, including descriptive, non-evaluative feedback.
 - 3.1.4 The site induction team shall include a building leader.
- 3.2 A teacher is required to complete teacher's employing authority's program that has been preapproved by the Department. Failure by the teacher to successfully complete the requirements of the program may result in the denial of an application for a Continuing License or disciplinary action as provided in 14 **DE Admin. Code** 1510 Initial License, 14 **DE Admin. Code** 1511 Continuing License, and 14 **DE Admin. Code** 1512 Advanced License.
- 3.3 Lead induction coaches are required to complete the Department's training in order to receive an additional responsibility salary supplement as provided in 14 **DE Admin. Code** 1501 Salary Supplements for Educators.

14 DE Reg. 30 (07/01/10)
17 DE Reg. 726 (01/01/14)
20 DE Reg. 718 (03/01/17)
25 DE Reg. 82 (07/01/21)
27 DE Reg. 972 (06/01/24)

4.0 Years 1 and 2 of the Comprehensive Educator Induction Program for Teachers

- 4.1 Section 4.0 applies to teachers who have less than 2 years of documented and verified experience as a teacher of record.
- 4.2 Years 1 and 2 of the program for teachers shall include the requirements provided in subsections 4.2.1 through 4.2.6.
 - 4.2.1 The site induction team or induction coordinator shall match the teacher with an induction coach.
 - 4.2.1.1 The assignment of an induction coach beyond year 2 of the program is at the discretion of the employing authority, based upon a review of the teacher's performance.
 - 4.2.1.2 Notwithstanding subsection 4.2.1.1 of this regulation, the employing authority shall provide continuing support to the teacher beyond the teacher's year 2 of the program until the teacher's Initial License has expired, including ensuring an induction coach monitors the teacher's progress toward meeting the requirements set forth in Section 5.0 of this regulation.
 - 4.2.2 At a minimum, the induction coach shall hold monthly meetings, which may be accomplished in individual or group meetings of no more than 4 teachers and the induction coach.
 - 4.2.3 Meetings shall have an identified focus which must be aligned to 1 or more of the following: the Delaware teaching standards, the Delaware professional learning standards, and the Delaware Teacher Growth and Support System or the employing authority's alternative evaluation system approved by the Department.
 - 4.2.4 An agenda, attendance sheets, and minutes must be kept for each meeting and provided to the induction coordinator.
 - 4.2.5 The induction coach or designated persons from the site induction team shall assist the teacher in becoming acclimated to the role, the school, or other setting, the Delaware teaching standards, and the Delaware professional learning standards.
 - 4.2.6 The teacher shall be observed as determined by the induction coach based on need or providing additional support.
- 4.3 The teacher shall complete the requirements in subsections 4.3.1 through 4.3.3.
 - 4.3.1 In year 1 of the program, the teacher shall complete the requirements of the ethics course that has been approved by the Department.
 - 4.3.2 The teacher shall attend monthly meetings and engage in teaching and coaching cycles with the induction coach that include planning and preparation, teaching and assessing, and analyzing and reflecting.
 - 4.3.3 The teacher shall participate in professional learning experiences designed to provide new teachers with the knowledge of, and support necessary to become familiar with, the Delaware Teacher Growth and Support System, or the employing authority's alternative evaluation system approved by the Department. Live or recorded observations of other teachers in the same content area or position may be included as an additional method of support. professional learning experiences required under this Section may be used in lieu of ARTC program requirements with the same content if approved by the Department as part of the employing authority's educator induction program submitted pursuant to subsection 3.1.1.

20 DE Reg. 718 (03/01/17)
24 DE Reg. 146 (08/01/20)
25 DE Reg. 82 (07/01/21)
27 DE Reg. 972 (06/01/24)

5.0 Comprehensive Induction Program for Teachers for the Remaining Years of the Initial License

- 5.1 In each of the remaining years of a teacher's Initial License, the teacher shall complete the requirements in subsections 5.1.1 and 5.1.2.
 - 5.1.1 The teacher shall conduct the Department-specified self-analysis to assess the teacher's professional learning needs in the Delaware teaching standards and identify 1 to 2 areas of growth that will be the focus of the year for professional learning to strengthen the teacher's learning and teaching practices.
 - 5.1.2 The teacher shall participate in, track, document, and reflect upon, as required by the Department, no less than 15 hours of professional learning experiences throughout the school year that enhance the teacher's understandings and abilities in the teacher's job, leading to more effective instruction. The experiences

shall be aligned to 1 or more of the following: the Delaware teaching standards, the Delaware professional learning standards, and the Delaware Teacher Growth and Support System. Activities required for participation in an ARTC program may be used to fulfill the requirements of this subsection, if approved by the LEA induction team as aligned to the aforementioned standards.

20 DE Reg. 718 (03/01/17)

24 DE Reg. 146 (08/01/20)

25 DE Reg. 82 (07/01/21)

27 DE Reg. 972 (06/01/24)

6.0 Comprehensive Educator Induction Program for Specialists

- 6.1 The Department shall develop comprehensive educator induction programs for specialists in all Delaware public schools.
- 6.2 The specialists' programs shall be aligned with applicable national standards for specialists in the applicable specialist area and shall include training for coaches.
- 6.3 The employing authority shall ensure new specialists are assigned to an induction coach that has been trained to guide the specialist through the Department-developed program.
- 6.4 Comprehensive educator induction programs for specialists shall be up to 4 years in length for specialists who hold an Initial License and 2 years in length for specialists who hold a Continuing or Advanced License.
 - 6.4.1 Specialists who hold an Initial License are required to complete the requirements in Sections 7.0 and 8.0.
 - 6.4.2 Specialists who are new to their role and hold a Continuing or Advanced License are required to complete the requirements in Section 7.0.

14 DE Reg. 30 (07/01/10)

17 DE Reg. 726 (01/01/14)

20 DE Reg. 718 (03/01/17)

25 DE Reg. 82 (07/01/21)

27 DE Reg. 972 (06/01/24)

7.0 ~~2-Year~~ Years 1 and 2 of the Comprehensive Educator Induction Program Programs for Specialists

- 7.1 Programs for specialists shall include the requirements provided in subsections 7.1.1 through 7.1.6.
 - 7.1.1 The site induction team or induction coordinator shall match the specialist with an induction coach.
 - 7.1.1.1 The assignment of an induction coach beyond year 2 of the program is at the discretion of the employing authority, based upon a review of the specialist's performance.
 - 7.1.1.2 Notwithstanding subsection 7.1.1.1 of this regulation, the employing authority shall provide continuing support to the specialist beyond the specialist's year 2 of the program until the specialist's initial license has expired, including ensuring an induction coach monitors the specialist's progress toward meeting the requirements set forth in Section 8.0 of this regulation.
 - 7.1.2 To the extent feasible, the induction coach for a specialist shall be certified and practicing in the same specialist area as the specialist the induction coach is assigned to coach.
 - 7.1.3 At a minimum, the induction coach shall hold monthly meetings, which may be accomplished in individual or group meetings of no more than 4 specialists and the induction coach.
 - 7.1.4 Meetings shall have an identified focus which must be aligned to the standards for or a problem of practice within the specialist area.
 - 7.1.5 The induction coach shall assist the specialist in becoming acclimated to the role, the school, or other school setting, the Delaware professional learning standards, and the applicable national standards for the specialist area.
 - 7.1.6 The induction coach shall observe the specialist as outlined by the Department's induction program for the specialist area.
- 7.2 The specialist shall complete the requirements provided in subsections 7.2.1 through 7.2.4.
 - 7.2.1 In year 1 of the program, the specialist shall complete the requirements of an ethics course that has been approved by the Department unless the specialist provides the Department with proof of completion of the Department-approved ethics course.
 - 7.2.2 The specialist shall attend monthly meetings and engage in individual and collaborative meetings with the induction coach that are aligned to a standard or problem of practice related to the specialist's area.
 - 7.2.3 The specialist shall participate in professional learning experiences designed to provide new specialists with the knowledge of, and support necessary to become familiar with, the State evaluation system for specialists or the employing authority's alternative evaluation system approved by the Department.

- 7.2.4 The specialist shall observe other specialists as outlined by the Department's plan for the specialist area. Live or recorded observations of other specialists in the same content area or position may be included as an additional method of support.

14 DE Reg. 30 (07/01/10)
17 DE Reg. 726 (01/01/14)
20 DE Reg. 718 (03/01/17)
25 DE Reg. 82 (07/01/21)
27 DE Reg. 972 (06/01/24)

8.0 Comprehensive Educator Induction Program for Specialists Who Have Remaining Years on the Initial License After Completing the Requirements in Section 7.0

- 8.1 In each of the remaining years of a specialist's Initial License, the specialist shall complete the requirements in subsections 8.1.1 through 8.1.3.
- 8.1.1 The specialist shall conduct the Department-specified self-analysis to assess the specialist's professional learning needs.
- 8.1.2 The specialist shall identify 1 to 2 areas of growth that will be the focus of the year for professional learning to strengthen the specialist's learning and practices.
- 8.1.3 The specialist shall participate in, track, document, and reflect upon, as required by the Department, no less than 15 hours of professional learning experiences throughout the school year that enhance the specialist's understandings and abilities in the specialist's job, leading to more effective performance. The experiences shall be aligned to 1 or more of the following: the national standards for the specialist's certification area and the Delaware professional learning standards.

27 DE Reg. 972 (06/01/24)

9.0 Comprehensive Educator Induction Program for Teachers and Specialists Who Are New to Delaware Public Schools

- 9.1 Section 9.0 applies to teachers and specialists who hold an Initial, Continuing, or Advanced License and have more than 2 years of documented and verified experience as a teacher or specialist of record.
- 9.2 In the teacher's or specialist's first year of employment, the teacher or specialist shall complete the requirements in subsections 9.2.1 and 9.2.2.
- 9.2.1 The teacher or specialist shall complete professional learning experiences designed to provide teachers or specialists who are new to Delaware with the knowledge of and support necessary to become familiar with the applicable evaluation system approved by the Department.
- 9.2.2 The teacher or specialist shall complete professional learning experiences that introduces and allows the teacher or specialist to learn and practice any new systems, technology, and other local logistics that are specific to Delaware or the teacher's or specialist's employing authority.
- 9.3 If the teacher or specialist holds an Initial License the teacher or specialist shall complete the requirements in subsections 9.3.1 through 9.3.3 in any remaining years of the teacher's or specialist's Initial License.
- 9.3.1 The teacher or specialist shall conduct the Department-specified self-analysis to assess the teacher's or specialist's professional learning needs aligned to the Delaware teaching standards or applicable standards in the Specialist area.
- 9.3.2 The teacher or specialist shall identify 1 to 2 areas of growth that will be the focus of the year for professional learning to strengthen the teacher's or specialist's learning and teaching practices.
- 9.3.3 Each school year, the teacher or specialist shall submit to the induction coordinator documentation of no less than 15 hours of professional learning experiences completed within the school year. Activities required for participation in an ARTC program may be used to meet the requirements of this Section.

27 DE Reg. 972 (06/01/24)

10.0 Comprehensive Educator Induction Programs for Administrators

- 10.1 The Department shall develop and implement comprehensive educator induction programs for administrators. The administrators' program shall be based on the applicable national standards for administrators.
- 10.2 All administrators who become newly employed as an administrator in a Delaware public school, regardless of the standard certificates held, shall complete year 1 of the program. For administrators who hold an Initial License shall also complete year 2 of the program.
- 10.3 An administrator is required to complete the State's program. Failure by the administrator to complete the requirements of the program may result in the denial of an application for a Continuing or Advanced License or

disciplinary action as provided in 14 **DE Admin. Code** 1510 Initial License, 14 **DE Admin. Code** 1511 Continuing License, and 14 **DE Admin. Code** 1512 Advanced License.

- 10.4 The Department shall provide a program for all administrator mentors. Administrator mentors are required to complete the mentoring and coaching program in addition to providing evidence of ~~usage of the mentoring playbook and its modules~~ using Department-provided resources to mentor new administrators to the Department yearly in order to receive an additional responsibility salary supplement as provided in 14 **DE Admin. Code** 1501 Salary Supplements for Educators.

25 DE Reg. 82 (07/01/21)

27 DE Reg. 972 (06/01/24)

11.0 Year 1 of the Comprehensive Educator Induction Program for Administrators

- 11.1 During year 1 of the program, the administrator shall complete the requirements in subsections 11.1.1 through 11.1.4.
- 11.1.1 The administrator shall attend at least 12 hours of the approved professional learning that is aligned to the approved national standards for administrators.
- 11.1.2 The administrator shall, at a minimum, meet once monthly with the administrator's mentor to complete the requirements included in the administrator mentor program.
- 11.1.3 The administrator shall attend professional learning on the DPAS II for administrators or a state-approved alternative educator evaluation system for administrators to include goal-setting, mid-year conferences, and summative evaluations.
- 11.1.4 The administrator shall participate in statewide professional learning for administrator mentors and mentees.

25 DE Reg. 82 (07/01/21)

27 DE Reg. 972 (06/01/24)

12.0 Year 2 of the Comprehensive Educator Induction Program for Administrators

- 12.1 Year 2 of the program is required for all administrators who hold an Initial License. Year 2 of the program is optional for administrators who hold a Continuing or Advanced License.
- 12.2 During year 2 of the program, the administrator shall complete 20 hours of coaching activities aligned to the approved national standards for administrators.

25 DE Reg. 82 (07/01/21)

27 DE Reg. 972 (06/01/24)

13.0 Comprehensive Induction Program for Administrators for the Remaining Years of the Initial License After Completing the Mandatory 2-Year Program in Sections 11.0 and 12.0

- 13.1 In each of the remaining years of an administrator's Initial License, the administrator shall complete the requirements in 13.1.1 through 13.1.5.
- 13.1.1 The administrator shall conduct the Department-specified self-analysis to assess the administrator's professional learning needs based on the State standards for administrators.
- 13.1.2 The administrator shall identify leadership priorities that will be the focus of the year for professional learning to strengthen the administrator's learning and leadership practices.
- 13.1.3 The administrator shall develop and implement a personalized professional learning plan that addresses the administrator's individual needs identified through the self-analysis.
- 13.1.4 The administrator shall participate in professional learning that is aligned to the Delaware administrator standards.
- 13.1.5 The administrator shall track and document the administrator's leadership priorities and action plan as required by the Department.

25 DE Reg. 82 (07/01/21)

27 DE Reg. 972 (06/01/24)

14.0 Duties and Responsibilities of Induction Coordinators, Lead Induction Coaches, and Induction Coaches

- 14.1 Induction coordinators shall complete the requirements in subsections 14.1.1 through 14.1.12.
- 14.1.1 The induction coordinator shall annually submit the LEA plan and coordinate the local implementation of the comprehensive educator induction program that include the determined local mentoring activities.

- 14.1.2 The induction coordinator shall ensure program requirements are met and proper documentation is submitted to the induction coordinator by participating new educators, lead induction, and induction coaches.
- 14.1.3 The induction coordinator shall update educator progress, pair coaches and educators, and complete all stipend requests within the DEEDS Mentoring Center by the deadlines determined by the Department.
- 14.1.4 The induction coordinator shall address any local issues that arise regarding the implementation of, participation in, and completion of the employing authority's comprehensive educator induction program ~~that arise~~.
- 14.1.5 The induction coordinator shall ensure LEA induction team meetings are consistently scheduled throughout the school year, attend the induction team meetings, and submit the agendas, attendance sheets, and minutes for the meetings to the Department's education associate, educator induction by the Department's deadline.
- 14.1.6 The induction coordinator shall attend mandatory induction coordinator meetings held by the Department unless excused by the Department with prior notice. An induction coordinator may attend optional induction coordinator meetings held by the Department.
- 14.1.7 The induction coordinator shall submit documentation of all coaching activities provided during the meetings throughout the school year to the Department's education associate, educator induction by the Department's deadline.
- 14.1.8 The induction coordinator shall ensure that all new educators in year 1 of the program are enrolled in the required ethics course.
- 14.1.9 The induction coordinator shall mark completed induction years in the DEEDS Mentoring Center by the end of the school year in which the requirements are completed or when the educator leaves the employing authority, whichever occurs first.
- 14.1.10 The induction coordinator shall submit completed coach stipend requests to the Department's education associate, educator induction by the Department's deadline. Induction coordinators at school districts shall communicate with their school district's payroll department to ensure stipend requests are accurate and paid by the final paycheck of the school year.
- 14.1.11 The induction coordinator shall monitor the status of licenses held by educators in the program and communicate the status with the induction coordinator's Human Resource Office and the educator.
- 14.1.12 The induction coordinator shall work with the induction coordinator's Human Resource Office to validate ~~teachers' and specialists'~~ educators' eligibility for the program.
- 14.2 Lead induction coaches shall complete the requirements in subsections 14.2.1 through 14.2.6.
 - 14.2.1 There shall be 1 lead induction coach per building.
 - 14.2.2 The lead induction coach shall complete all mandatory coach training approved by the Department for lead induction coaches, annually.
 - 14.2.3 The lead induction coach shall ensure monthly meetings are scheduled, planned, and take place for induction coaches (and may include new educators). Meetings shall have an identified focus and be aligned to standards. An agenda, attendance sheets and minutes shall be kept and provided to the induction coordinator.
 - 14.2.4 The lead induction coach shall attend and ensure consistent meetings are scheduled, planned and take place for the site induction team. The lead induction coach shall keep agendas, attendance sheets, and minutes and provide them to the induction coordinator.
 - 14.2.5 The lead induction coach shall provide guidance and communication around requirements for each year of the comprehensive educator induction program and monitor and collect documentation of years 3 and 4 for new educators' professional learning.
 - 14.2.6 The lead induction coach shall submit documentation accounting for all coaching activities provided during the school year of coaching to their induction coordinator by the Department's deadline.
- 14.3 Induction coaches shall complete the requirements in subsections 14.3.1 through 14.3.5.
 - 14.3.1 The induction coach shall coach actively licensed, new educators of record with less than 2 documented years as a teacher or specialist. There shall be 1 induction coach for every 4 new educators.
 - 14.3.2 The induction coach shall complete all required coach training approved by the Department for induction coaches, annually.
 - 14.3.3 The induction coach shall facilitate coaching cycles as specified in Sections 4.0 and 8.0 of this regulation, through at minimum, monthly meetings that are scheduled, planned and take place with new educators. The induction coach shall keep agendas, attendance sheets, and minutes and provide them to the lead induction coach.

- 14.3.4 The induction coach shall conduct observations of new educators as determined by need. Observations can be in person or video recorded to provide coaching feedback and to support improvement in practices.
- 14.3.5 Induction coaches shall submit documentation accounting for all coaching activities provided during the school year of coaching to their lead induction coach or induction coordinator by the Department's deadline.

27 DE Reg. 972 (06/01/24)

15.0 Duties and Responsibilities of Administrator Mentors

Administrator mentors shall satisfactorily complete all of the requirements of the mentor program provided by the Department.

- 14 DE Reg. 30 (07/01/10)**
- 17 DE Reg. 726 (01/01/14)**
- 20 DE Reg. 718 (03/01/17)**
- 25 DE Reg. 82 (07/01/21)**
- 27 DE Reg. 972 (06/01/24)**

16.0 Payment of Salary Supplement

Administrator mentors, induction coordinators, lead induction coaches, and induction coaches in years 1 and 2 of the program who are paid in accordance with the provisions of 14 **Del.C.** §1305 may be paid an additional responsibility assignment salary supplement annually, upon documentation of satisfactory fulfillment of duties and responsibilities, as provided in 14 **DE Admin. Code** 1501 Salary Supplements for Educators. An induction coach is not eligible for and shall not be paid an additional responsibility assignment salary supplement if the induction coach is assigned to a teacher or specialist who, at the employing authority's discretion, is required to repeat year 1 or year 2 of the program or is assigned beyond year 2 of the program.

- 20 DE Reg. 718 (03/01/17)**
- 25 DE Reg. 82 (07/01/21)**
- 27 DE Reg. 972 (06/01/24)**

17.0 Reporting

The Department shall require and collect data used to evaluate the approved comprehensive induction programs and shall present the data to the Professional Standards Board upon request. This data will include at a minimum, an assessment of the implementation of the approved comprehensive induction program and compliance and delivery.

27 DE Reg. 972 (06/01/24)

18.0 Effective Date

~~The effective date of this regulation shall be July 1, 2024.~~

- 8 DE Reg. 347 (08/01/04)**
- Renumbered effective 06/01/07 - see Conversion Table**
- 13 DE Reg. 1260 (04/01/10)**
- 14 DE Reg. 30 (07/01/10)**
- 17 DE Reg. 726 (01/01/14)**
- 20 DE Reg. 718 (03/01/17)**
- 24 DE Reg. 146 (08/01/20)**
- 25 DE Reg. 82 (07/01/21)**
- 27 DE Reg. 972 (06/01/24)**
- 28 DE Reg. 296 (10/01/24) (Final)**