

Request for Reassignment Policy

If at any time the match between the candidate and the mentor is perceived as unsuccessful for any reason, this assignment may be revisited. A request for reassignment needs to be sent in writing to the Teacher Induction Program office.

In general, it is the responsibility of the participants to inform the Program Director of any issues related to a candidate - mentor assignment. However, on rare occasions, mentors who are not able to complete their duties as determined by the program, may be removed by the Program Director to allow for a more appropriate mentor to continue.

Procedures:

1. A candidate or a mentor may ask the Program Director for a new assignment at any time.
2. Upon receipt of a request for a new assignment, the Program Director secures confidential information from both the candidate and the mentor. Efforts are made to maintain respect and dignity for all those involved and to collaboratively determine a solution to the presented issue(s).
3. Communication between the Program Director and the employing district/school Human Resources personnel will occur with strict attention to maintaining confidentiality and respect on the behalf of all professionals. The Program Director implements the solution and monitors the new assignment. Appropriate information is shared as needed.

Note: There are times when the mentor has provided partial services, attended meetings, and/or has a signed agreement for compensation with the district and/or the Santa Barbara County Education Office Teacher Induction Program. The reassignment of mentors will include consideration to pro-rate compensation. Newly assigned mentors' compensation will also be pro-rated depending on the time remaining in the school year and the duties yet to be completed.