

District Site Administrator Commitment
2017-2018

Name: _____
(Please print)

Work Phone: _____

District: _____

School: _____

School e-mail: _____

Home e-mail: _____

- Become familiar with the CCCOE Teacher Induction program components and the formative assessment process, including the development of the Individual Learning Plan (ILP) and Inquiry Action Plan. (The CCCOE Teacher Induction Program sponsors a Site Administrator Breakfast in the fall and in the spring to help provide updated Teacher Induction program information.)
- Provide support to the Teacher Induction Program by assisting in selecting mentors and pairing teachers with mentors (in accordance with their own district's policies for mentor selection), and meeting with the mentor individually and/or with the mentor and participating teacher in a triad.
- Check in with participating teachers and their mentors about site resources, personnel, procedures, and policies as a way to connect them with the school's learning community. (A Site Orientation Checklist is available as a resource.)
- Facilitate a supportive environment that allows participating teachers and their mentors access to curricular resources and time to collaborate with colleagues on site and across the district, including possibilities for veteran teacher observations.
- Complete the CCCOE Teacher Induction End of the Year survey in May to provide the program with valuable insight and feedback for future program design.

Site Administrator Commitment

I agree to participate in the CCCOE Teacher Induction Program. I have read the responsibilities of the Site Administrator and agree to fulfill them.

Site Administrator's Signature: _____ **Date:** _____

District Coordinator Signature: _____ **Date:** _____