



**Administrator Induction Program
Coach Letter of Commitment
2017-2018**

I, _____, have read and understand the Roles and Responsibilities as described below and agree to be responsible for fulfilling all Coach requirements.

1. Participate in the Coach Orientation & Calibration, 3-day North Coast School of Education's (NCSOE) Coaches training (or 21 hours of Coaches training approved and verified by the NCSOE Administrator Induction Program (AIP)), and 3 Coaches Forums offered to improve the skills and knowledge of the Coach to stay current on the latest educational research, best practices, district initiatives, and new administrator development. I understand my stipend will be prorated if I miss more than two Coaches' meetings.
2. Guide and assist Participating Administrators (PA) in completing their Initial Self-Assessment.
3. Assist the new PA in formulating Individual Induction Plan(s) (IIP) founded on the PA's self-assessment on the CPSEs, and professional context.
4. Conduct a formal observation and provide confidential feedback to PA at least 3/year.
5. Facilitate three way meetings with PA and their supervisor 2/year.
6. Honor PA confidentiality.
7. Meet 2 times per month with PA (minimum of 1 face to face) for a total of four hours per month.
8. Participate in ongoing dialogue with candidate via phone, email, and the ePortfolio system.
9. Be available on an "on-call" basis for crisis and urgent needs that may arise in between coaching sessions.
10. Utilize proven coaching approaches.
11. Serve as support by securing information, contacts, and other resources as requested and appropriate.
12. Respond in a timely manner in between coaching sessions.
13. Honor the demanding schedule of a school administrator by offering services on site whenever possible.
14. Assist the PA to complete an ePortfolio containing evidence of professional growth and improvement in administrative practices throughout the year.
15. Participate in the program evaluation process (induction survey) and comply with district and project reporting procedures.
16. Support State accreditation process including site visit interviews.

Coach Name *(please print)*

Coach Signature

Site: _____ **District** _____ **Date** _____

After signing this Letter of Commitment, please make a copy for your records. Send original to:

Yesenia Rivas-Suarez, Registrar
North Coast School of Education
Sonoma County Office of Education
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