



## **Administrator Induction Program**

### **Participating Administrator Letter of Commitment**

### **2017-18**

A core value of the North Coast School of Education's (NCSOE) Administrator Induction Program (AIP) is a commitment to high quality individualized professional growth for every administrator in the project. Major objectives include supporting administrators to improve leadership practices and student learning based on using the California Professional Standards for Educational Leaders and complete requirements towards earning a California Professional Clear Administrative Credential.

As with any partnership, each member contributes to the effectiveness of the results of a shared endeavor. Each Participating Administrator (PA) plays a key role in the development of a successful partnership with NCSOE AIP.

I, \_\_\_\_\_ agree to participate in the NCSOE's Administrator Induction Program. I have read the Participating Administrator Responsibilities as described below. I understand that all program requirements must be fulfilled within two years in order to receive a recommendation for a *California Professional Clear Administrative Credential*. I also understand that I must enter an administrative training program within 120 calendar days of the start of my initial administrative contract. If, for any reason, I am unable to participate fully in the AIP, I understand that I must contact my coach and the program director directly and as soon as possible.

#### **Responsibilities as a SCOE AIP Participating Administrator:**

1. Review the requirements for NCSOE AIP with the district/county credential analyst.
2. Develop a professional relationship with the Coach characterized by openness, collaboration and reflection.
3. Meet with the Coach a minimum of 2 times per month (minimum of 4 hours total). Provide the Coach with appropriate notice (suggested 72 hours) of changes to meeting times and days.
4. Attend the program Orientation Seminar, Performance Task Showcase and six mandatory CPSEL Seminars over the course of the two-year program.
5. Complete the Initial Self-Assessment within the first 90 days of enrollment in the NCSOE AIP.
6. With the ongoing support of the Coach, compile evidence of practice and professional growth throughout the induction period resulting in a professional portfolio.
7. Participate in a three-way meeting with Coach and Supervisor minimum of one time per year to develop and revisit Individual Induction Plan.
8. Complete Performance Task for each of the six CPSELS.
9. Complete 20 hours of approved Professional Development per year.
10. Communicate questions or concerns about the responsibilities of the Coach, Supervisor, district, or NCSOE AIP Program Director, as appropriate.
11. Participate in the program evaluation process (induction survey) and comply with district and project reporting procedures.

## Statement of Financial Obligation

I agree to fulfill the financial obligations of the program make payments according to the payment schedule:

- **Early-bird Registration:** \$4000/year (Due Sept. 30<sup>th</sup>)
- **Register on or after Oct. 1st:** \$5000/year

Payments are due as follows:

- 50% of payment due- (Due Sept. 30<sup>th</sup>)
- Final payment due- (Due May 1<sup>st</sup>)

In addition, I understand I will be personally invoiced for the cost of the program and it is my responsibility to ensure payment is made either personally or through my employer. By signing this letter of commitment, I am agreeing to enter into the NCSOE AIP. If I drop out of the program at **any time**, I understand I will be financially responsible for a portion or all of the enrollment fee.

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**Participating Administrator** *(please print)*

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**Participating Administrator 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

5340 Skylane Blvd. Santa Rosa, CA 95403

yrivassuarez@scoe.org