

FS PASC Program Site-Based Mentor Selection Criteria

Site-Based Field Mentors

Each PASC candidate has a critical role in initiating the selection of their Site-Based Field Mentor. It is recommended that a candidate choose the principal from their current school site of employment as their mentor; however, we understand that depending on the candidate's current role in education, they may not be housed at one school site. We also understand that the candidate may have other contextual reasons for selecting a principal at a different school site.

Candidates will need to obtain written documentation of the initial agreement of your Site-Based Field Mentor as an upcoming module task, so make sure to read all expectations carefully as well and provide them to the potential mentor as they consider this voluntary responsibility.

****NOTE:** Official approval of the mentor/mentee selection will be confirmed by the PASC program coordinator and the partnership district. Approval will be communicated through your instructor.

Mentor Selection: A Program-District Partnership

In a collaborative partnership between Fresno State's PASC program and district leadership, the site-based field mentor is expected to provide guidance, assistance, and feedback regarding the work of the candidate in the administrative preparation program. Mentors take time during each semester of their respective candidate's 3-semester program to provide professional support and coaching to these future school leaders. Mentors engage in coaching conversations to facilitate fieldwork planning and post fieldwork reflection for professional growth. Furthermore, Mentors help connect candidates to experiences at the current site or other school sites to provide a broad range of field experiences to meet the CTC expectations and Fresno State program standards through the [CAPEs](#). Suggested activities will be provided each semester through the candidate's course-aligned competency task requirements.

Site-Based Field Mentor Qualifications

As an experienced and respected equity-centered school leader who demonstrates cultivating a culture of continuous improvement for student learning and well-being, the mentor must:

- Hold a California CLEAR administrative services credential;
- Currently serve as a site principal or in a district office leadership role with recent principal experience (within 3-years), and;
- Be approved by district/organization leadership to support the PASC candidate as a mentor.

Site-Based Field Mentor Expectations

Site-Based Field Mentors are vital to the authentic preparation of our newest educational leaders. They are **expected to foster professional growth by:**

- providing real-world connections between the candidate's coursework and the site/district/organization context.
- enhancing candidate understanding of leadership concepts by sharing personal experiences, offering guidance, and providing feedback on meeting CAPEs goals.
- allowing time for candidates to ask questions and make sense of the principal's role in context.

- asking clarifying and probing questions to coach the candidate's thinking and deepen the learning of a specific leadership focus per the fieldwork task.
- connecting candidates to specific fieldwork experiences to support the completion of each cycle of the performance-based CalAPA along with other CAPEs aligned tasks to help candidates experience day-to-day work of the site principal in context.

In order to facilitate an on-going supportive role, **Site-Based Field Mentors are expected to:**

- Establish regular check-in coaching conversation dates/times with the candidate.
- Sign evidence logs after the completion of supervised fieldwork and coaching conversations as appropriate.
- At the end of each semester, meet for a longer coaching conversation to consider respective semester course content and skills developed as a result of active fieldwork participation.
 - Ensure candidates reflect on learning and field experiences to determine areas of growth and focus for the next semester.
 - Provide honest coaching feedback to candidates as they also discuss their self-assessment on the CAPEs during this final semester meeting.
- Collaborate with the EAD 271, 272, and 273 Fresno State PASC instructors as the candidate's university coach/supervisor.
- Contact the Fresno State PASC coordinator with program-level questions or concerns: Dr. Jessica Hannigan by email (jhannigan@mail.fresnostate.edu) or by phone (see directory)

****NOTE:** The **Site-Based Field Mentor Selection Form** will be available through Qualtrics within the EAD 271, 272 and 273 Canvas courses.