

Appendix 16
California State University, Fresno
Educational Leadership and Administration Program
Clear Administrative Services Credential

District mentor Agreement

This document represents an agreement between the candidate for the Clear Administrative Services Credential _____, the District mentor to the candidate _____ and the university mentor representing the Educational Leadership and Administration Program of California State University, Fresno.

Inasmuch as the candidate requires additional support to increase the level of performance in her/his present position, the district has approved the district mentor to provide coaching, mentoring assistance, and other support in collaboration with the university mentor on a regular basis until the candidate completes all requirements of and is granted the Clear Administrative Services Credential. Such assistance and support includes the following:

- Conducting a pre-assessment of the candidate’s performance utilizing the approved assessment instrument as well as any special position performance needs
- Meeting with the candidate regarding his/her pre-assessment and the district mentor’s assessment in order to determine areas for further growth
- Developing with the candidate a tentative induction plan utilizing the areas determined for further growth
- Meeting with the assigned university mentor and the candidate to review and finalize the induction plan and to provide written approval of the plan.
- Providing regular mentoring and coaching, with formal contact (either in person, telephone, or email) at least once each week. **The district mentor provides primary support, coaching, and assistance to the candidate**
- Providing immediate assistance to the candidate in the event of crisis or sensitive situations
- Collaborating with the candidate and the university mentor to conduct periodic assessment at least once a semester and, if necessary, to amend the initial Coaching Plan
- Collaborating in the final assessment of the candidate along with the university mentor
- Taking part in evaluations of the program, generally by completing a survey instrument
- Participating in training sessions for district mentors
- Contacting the university mentor at any time that questions or concerns arise
- Informing her/his immediate supervisor of the induction plan and progress of the candidate

The district mentor understands that she/he has been approved for this position by the district superintendent and the Educational Leadership and Administration Program and agrees to perform the duties and activities delineated above to the best of her/his ability. The candidate and the university mentor also agree to collaborate to the greatest extent possible to ensure the success of the candidate in her/his leadership role.

Signed on this day: _____ 20____.

Candidate

District mentor

University Mentor