

**District Site Administrator Commitment
 2011-2012**

Name: _____ **Work Phone:** _____
 (Please print)
District: _____ **School:** _____
School e-mail: _____ **Home e-mail:** _____

Site Administrator Responsibilities

- Assist in selection of mentors, pairing participating teachers with mentors and maintain awareness regarding the success of this match
- Conduct an initial orientation to inform participating teachers about site resources, personnel, procedures, and policies - a Site Orientation Checklist is provided to all site administrators
- Introduce participating teachers to the staff, and include them in the school's learning community
- Meet with the mentor at the beginning of their work with the PT(s)
- Meet throughout the year, as needed, in a triad with the mentor and PT
- Participate in professional development for site administrators to become familiar with program components, formative assessment process, state induction standards, and development of the Individual Learning Plan (ILP) and Inquiry Action Plan.
- Help to focus the learning community on the state-adopted academic content standards and performance levels for students and the California Standards for the Teaching Profession.
- Ensure that site-level professional development activities related to induction occur on a consistent basis, and include participating teachers
- Complete BTSA survey in the spring
- Provide a supportive environment that allows for: novice status for new teachers, collaboration with colleagues, and curricular resources.

Site Administrator Commitment

I agree to participate in the CCCOE/SMC BTSA 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:** _____

