

District Site Administrator Commitment
CCCOE/SMC BTSA Induction Program 2010-2011

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

Site Administrator Responsibilities

- Assist in selection of mentors
- Assist in pairing participating teachers with mentors
- Conduct an initial orientation to inform participating teachers about site resources, personnel, procedures, and policies (checklist is provided to all site administrators)
- 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.
- Introduce participating teachers to the staff, and include them in the school's learning community
- 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 and mentors
- 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:** _____
Program Director's Signature: _____ **Date:** _____