

Administrator Induction Program Coach Letter of Commitment 2019-2020

I, _____, have read and understand the Roles and Responsibilities as described below and agree to be responsible for fulfilling all Coach requirements as outlined in Sonoma County Office of Education's North Coast School of Education (NCSOE) Administrator Induction Program (AIP):

1. Participate in the Coach Orientation & Calibration, 3-day NCSOE Coaches training, or 21 hours of Coaches training approved and verified by the NCSOE AIP, and 3 Coaches Forums (1 each trimester) offered to improve the skills and knowledge of the Coach to stay current on the latest educational research, best practices, district initiatives, and new administrator development. I understand my stipend will be prorated if I miss more than two Coaches' meetings: forums, seminars, or sharecase.
2. Attend all seminars and the Sharecase.
3. Guide and assist Preliminary Administrators (PA) in completing their Initial Self-Assessment within 60 days of hire.
4. Assist the new PA in formulating Individual Induction Plan(s) (IIP) founded on the PA's self-assessment on the CPSEs, and professional context.
5. Conduct a formal observation and provide confidential feedback to PA at least three (3) times per year.
6. Facilitate three-way meetings with PA and their supervisor, one (1) per year.
7. Honor PA confidentiality.
8. Meet 2 times per month with PA (minimum of one face-to-face) for a total of **four (4) hours per month**.
9. Participate in ongoing dialogue with PA via phone, email, and the ePortfolio system.
10. Be available on an "on-call" basis for crisis and urgent needs that may arise in between coaching sessions.
11. Utilize proven coaching approaches.
12. Serve as support by securing information, contacts, and other resources as requested and appropriate.
13. Respond in a timely manner between coaching sessions.
14. Honor the demanding schedule of a school administrator by offering services on site whenever possible.
15. Assist the PA to complete an ePortfolio containing evidence of professional growth and improvement in administrative practices throughout the year.
16. Participate in the program evaluation process (Induction surveys) and comply with district and project reporting procedures.
17. Support State accreditation process, including site visit interviews.

Coach Name *(please print)*

Coach Signature

Site: _____ **District:** _____ **Date:** _____

After signing this Letter of Commitment, please make a copy for your records. Send original to:

Attn: Yesenia Rivas-Suarez, Registrar
Sonoma County Office of Education
North Coast School of Education
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yrivassuarez@scoe.org