

# ADMINISTRATOR AGREEMENT FORM

Teacher Induction Program (Early Completion Option)

You have received this form because your teacher (listed below) has applied to CSUF's Early Completion Option of our Teacher Induction Program. The Early Completion Option is an accelerated option for educators who have met certain criteria. The purpose of this form is to verify that this participating teacher has met the criteria for consideration for this program.

Please fill out this form completely.

More information on these requirements is available online: [extension.fullerton.edu/teacher-induction](http://extension.fullerton.edu/teacher-induction). If you have any questions about the Teacher Induction Program or this form, please email [eiptip@fullerton.edu](mailto:eiptip@fullerton.edu).

## Participating Teacher Information

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**Participating Teacher Name**

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**Email**

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**Phone Number**

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**Participating Teacher First Year in the Program**

## Participating Teacher Assignment While Enrolled in the Teacher Induction Program

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**School Name**

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**School Website**

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**District**

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**Hire Date (Month/Year)**

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**Contract Length**

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**Subject(s) and Grade level(s) for Each Class Assigned**

## Administrator Verification of Employment and Acknowledgement of Conditions

Please respond to the following statements:

- The applicant must have a minimum of two years teaching experience as teacher of record in the area of their earned credential. A minimum of one year teaching at current school, and employed at the same school for the duration of the program is also required. **Yes No**
- The applicant has remained employed as the teacher of record for no less than 10 students for teachers with a General Credential, and/or no less than 3 students for teachers who have only an Education Specialist Credential. **Yes No**
- The applicant will be responsible for planning, delivering, and assessing standard-based instruction, including the California Common Core State Standards; issuing student grades; and communicating with parents. **Yes No**
- I understand that the Individualized Learning Plan (ILP) is designed and implemented solely for the professional growth and development of the participating teacher and not for employment evaluation purposes. **Yes No**
- I understand that I am expected to collaborate with the New teacher and their mentor in developing the Individualized Learning Plan (ILP) within 60 days of starting the program. **Yes No**

## Administrator Responsibility to Identify a Mentor

### Mentor Eligibility Criteria:

- Knowledge of the contexts and the content area of the New Teacher's teaching assignment
- Demonstrated commitment to professional learning and collaboration
- Possession of a Clear Teaching Credential
- Ability, willingness, and flexibility to meet the New Teacher's needs for support
- Minimum of three years of effective teaching experience

*General credential candidates must be paired with a mentor who holds the same type of credential as the candidate. Candidates with a preliminary Multiple Subject credential must be paired with a mentor with a cleared Multiple Subject credential. We highly recommend that these candidates are paired with mentors teaching in the same grade groups (i.e., K-3 candidates with K-3 mentors). Candidates with a preliminary Single Subject credential must be paired with a mentor teaching in the same subject matter (i.e., a candidate teaching History cannot be paired with a mentor teaching Math). Candidates with a preliminary Education Specialist credential must be paired with a mentor who holds the same credential type and teaches in the same specialty (i.e., moderate support needs (MMSN) candidates must be paired with a mentor with an MMSN specialty).*

- I agree to select and identify a mentor who meets the criteria listed above. **Yes No**

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**Mentor First Name**

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**Mentor Last Name**

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**Mentor Email**

- I have verified that the mentor named above is willing to serve in this role prior to submitting this form. **Yes No**
- I will ensure that the mentor selected will be provided a minimum of one hour per week to fulfill mentor responsibilities (per CTC requirements, approximately 15 hours per semester). **Yes No**

## Administrator Recommendation and Agreement

- I will complete a detailed Teacher Evaluation. **Yes No**
- Based on the candidate's teaching performance and experience, I recommend they be accepted into the Early Completion Option of the Teacher Induction Program. **Yes No**
- I agree to update the Teacher Induction Program Team at [eiptip@fullerton.edu](mailto:eiptip@fullerton.edu) of any changes in the employment status of the participating teacher. **Yes No**

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**Administrator Name**

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**Administrator Email**

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**Administrator Signature**

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**Date**