

ON SITE SUPERVISOR AND COACH ROLES & RESPONSIBILITIES OVERVIEW

THE SITE SUPERVISOR

A significant aspect of the professional preparation of school administrators and site supervisors is that which provides actual on-the-job experience under the immediate supervision of a practicing school administrator and the general direction of a university coach. The Site Supervisor duties may include:

- 1) planning experiences in both administration and supervision with the candidate;
- 2) providing regular guidance and advice for the candidate with respect to processes and standards of accomplishment;
- 3) verifying that the candidate has experiences that allow completion of requirements;
- 4) evaluating the effectiveness with which the field experience was accomplished and effectiveness of the program.

Evaluation shall consist of formative, regular communication with the candidate and summative evaluations to be completed at the completion of the candidate's experiences. The candidate should have opportunities for authentic administrative and leadership experiences in the areas assigned.

CSOE subscribes to Boyer's model that underscores the notion of the scholarship of teaching as inquiry that produces knowledge to facilitate the transfer of the science and art of teaching, counseling and leadership from expert to novice. Thus, we are very intentional in stewarding our mentoring relationships between faculty, school district master teachers, school site supervisors and our advisory boards. We view these relationships as critical to the transfer of teaching knowledge.

CRITERIA

The Site Supervisor must meet the following criteria:

- a) Hold an administrator's credential or equivalent.
- b) Have completed a minimum of three years' experience as a school administrator.
- c) Have been an administrator in the present school at least one year.

SELECTION

Selection of the site supervisor (and the school site) is a collaborative endeavor among the candidate, and the site supervisor and the Program Director. The candidate may suggest or propose the names of potential Site Supervisors to the Program Director. The candidate may even make informal inquiries as to the interest or availability of potential administrators. The district administrator will, in consultation with the Program Director, approve or disapprove of suggested or proposed names for the candidate's site administrator and/or may propose other names. The site administrator has the final decision as to whether or not to accept the responsibility for supervising the candidate. The candidate is not to report



for assignment to any school site without receiving notice of final approval of the site administrator and site from the University Coach.

RESPONSIBILITIES

The Site Supervisor shall work with the candidate in providing activities which meet the Fieldwork requirements. The Site Supervisor shall work with the candidate in designing a program of activities which will enable the candidate to engage in activities in all of the areas identified per the [CAPEs](#) and in alignment with CalAPA. These requirements may be found in the [Portfolio Guidelines](#) and [Coach Handbook](#).

EVALUATION

The Site Administrator will complete the Coach Evaluation and Program Evaluation. All tools required for Program Completion and Program Effectiveness is located in the [Coach Handbook](#).

THE UNIVERSITY COACH

It is the responsibility of the University Coach to observe the candidate using the tools that are aligned to the CAPEs and to make all necessary contacts with the School Administrators. The Coach will oversee the fieldwork activities of the candidate to assure that all of the responsibilities have been met. In addition to the site visits, the University Coach will make contact by Canvas, phone, e-mail, Skype, Zoom or fax as needed with the Candidate and with the Site Supervisor.



Preliminary Administrative Credential

Candidate's Name: _____

Fieldwork Site _____

Site Supervisor _____

Date (mm/dd/2019)	Contact Mode: CODE E – Emails M – Meetings S - Skype S – Skype P – Phone C - On Campus	Notes	Additional Member is Attendance	Total Hours (Round to nearest .25 hour)

**The above log is available to Site Supervisor as an editable Spreadsheet.*