

ADMINISTRATOR/PRINCIPAL INDUCTION PROGRAM

Per the Colorado Licensure Act, induction programs for principals and/or administrators shall be designed to meet four purposes: Orientation; Socialization and Transition; Technical Skill Development; and Continuous Formative Assessment.

I. Professional Development Plan and District

Training Professional Development Plan: At the inception of the induction period, the mentor and inductee shall jointly develop a professional growth plan in consultation with the inductee's supervisor. The plan is to be based on the inductee's preservice portfolio, the assessments required for the Provisional License, the Standards for Principals or Administrators, and other applicable data. Each inductee must maintain a portfolio of induction activities. Training on Performance Evaluation for Teachers is a required element of the professional development plan.

II. Support from Mentor (Professionally Licensed Administrator) A qualified person will act as a teacher, coach and advocate for the new principal or assistant principal. Mentors must have experience as a school principal or district administrator, as appropriate, and should be regarded as effective by their peers. Mentors should be selected to match the experience of the inductee. Mentors shall have demonstrated: commitment to the Standards for Principals or Administrators, as appropriate; well-developed interpersonal skills including the ability to listen and question effectively, explore multiple solutions to problems, and the ability to empathize with others; effective oral and written communication skills; and an awareness of the political, social and practical realities of the context of the inductee. For more information on Standards for Principals or Administrators, contact the Colorado Department of Education.

III. Satisfactory Performance Appraisal Must receive satisfactory or higher performance ratings during year of induction.

DPS Procedures for Induction Program Completion: 1. Mentor is assigned by Area or Assistant Area Superintendent for Principals and by Principal for Assistant Principals 2. Upon completion of a one year induction program, at end of the school year/semester, the mentor submits a letter of recommendation to the Executive Director

of Human Resources. Sample is attached. Letter is placed in personnel file. Criteria for recommendation shall include, but are not limited to: mentor and supervisor recommendation; summative evaluations, and growth documented by formative evaluations.3. Upon approval by Human Resources, the Curriculum and Instruction department will issue a certificate of induction to the principal or assistant principal. 4. The principal or assistant principal must submit the certificate along with his/her application for professional licensure to the Colorado Department of Education. If there are any questions, please contact the Executive Director of Human Resources.

Sample Letter

DENVER PUBLIC SCHOOLS
900 GRANT STREET /
DENVER, CO 80203

Date

Executive Director, Human Resources
Denver Public Schools

I am pleased to write this letter of recommendation for (name), (title) at (school), who has completed the Administrator/Principal Induction Program during the (semester) of (year), under my mentorship. She/He successfully met all of the requirements of the induction program, including training in teacher performance evaluations.

If you have any questions, please contact me. Thank you.

Sincerely,

(name)(title)(school)