**Site Supervisor and District Agreement/Consent Form**

The state of Texas requires that candidates seeking principal certification must be supervised by a site supervisor during their practicum. The site supervisor shall be a currently certified administrator with three or more years of school principal experience who provides weekly supervision on the campus. The site supervisor will also be an accomplished educator as demonstrated by student learning indicators. The field supervisor selection will be a collaborative effort between the campus/district administrator and the Region 10 CERTification program. The site supervisor will provide guidance and support throughout the practicum and will also sign all documentation with respect to field hours and observation feedback. The site supervisor will provide copies of the feedback and candidate progress to the field supervisor. Furthermore, the site supervisor will complete training including coaching and mentoring of new administrators to support, guide and assist the candidate, within three weeks of being assigned a candidate.

**Contact Information:**

|  |  |
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| **Candidate Information** | |
| Full Name |  |
| Cell Phone Number |  |
| District Email Address |  |
| Practicum Site (Campus) |  |
| Field Supervisor |  |
| **Site Supervisor Information** | |
| Full Name |  |
| Position / Title |  |
| Certification (Must include Texas Principal Certification) |  |
| Number Years as Administrator |  |
| Cell Phone Number |  |
| District Email Address |  |
| Campus and District |  |
| Campus Principal  *(if different from site supervisor)* |  |

## Site Supervisor and District Agreement cont.

I agree to serve as the site supervisor for the above-named candidate and to supervise activities during the practicum. I understand that the candidate must log a minimum of **160 hours** for the practicumper [19 TAC §228.35(e)(8)**.**](https://texreg.sos.state.tx.us/public/readtac$ext.TacPage?sl=T&app=9&p_dir=F&p_rloc=201414&p_tloc=14986&p_ploc=1&pg=2&p_tac=&ti=19&pt=7&ch=228&rl=35)

The purpose of the practicum is to connect theory to practice as candidates actively lead campus activities and to provide a well-rounded view of the commitment of a principal to the community of learners. The responsibilities of the site supervisor include:

* Establishing consistent times to meet for the purpose of planning, answering questions, discussion, and providing feedback to the candidate on leadership activities and growth.
* Providing guidance and ideas for activities and experiences to document the six (6) Principal as Instructional Leader Certificate Standards as established in [19 TAC §241.15.](https://texreg.sos.state.tx.us/public/readtac$ext.TacPage?sl=R&app=9&p_dir=&p_rloc=&p_tloc=&p_ploc=&pg=1&p_tac=&ti=19&pt=7&ch=241&rl=15)
* Allowing the candidate appropriate access to a broad spectrum of administrative experiences.
* Sign off on Practicum Log hours documenting administrative experiences.
* Communicating with the CERTification Program field supervisor regarding the progress of the student.
* Providing support for required observations per [TAC §228.35 (h)](https://texreg.sos.state.tx.us/public/readtac$ext.TacPage?sl=T&app=9&p_dir=F&p_rloc=201414&p_tloc=29784&p_ploc=14986&pg=3&p_tac=&ti=19&pt=7&ch=228&rl=35)
  + Providing access to appropriate leadership activities to demonstrate skills during observations
  + Participating in observation meetings
* Encouraging and supporting the candidate to be an informed risk-taker.

According to [TAC §228.2 (33),](https://texreg.sos.state.tx.us/public/readtac$ext.TacPage?sl=R&app=9&p_dir=&p_rloc=&p_tloc=&p_ploc=&pg=1&p_tac=&ti=19&pt=7&ch=228&rl=2)the site supervisor for a practicum candidate must be an educator who:

1. Has at least three years of experience in the aspect(s) of the certification class being pursued by the candidate.
2. Is collaboratively assigned by the campus or district administrator and the educator preparation program (EPP).
3. Is currently certified in the certification class in which the practicum candidate is seeking certification.
4. Complete training by the EPP, including training in how to coach and mentor candidates, within three weeks of being assigned to a practicum candidate.
5. Is an accomplished educator as shown by student learning (the CERTification Program will provide a form letter for your superintendent to complete)?
6. Guides, assists, and supports the candidate during the practicum; and who reports the candidate's progress to the candidate's field supervisor.

My signature below indicates that:

* I agree to support the principal certification program candidate as outlined above.
* I meet the stated qualifications as a site supervisor.
* I will complete site supervisor training provided by the CERTification Program at Region 10.

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Site Supervisor Signature Date  
  
Please feel free to contact the program with any questions you might have at 972-348-1372.