

AMC Induction Program: Mentee Agreement

Welcome to the 2013-2014 Administrator Mentoring Cohort (AMC). This year the AMC allows mentees to meet the technical assistance requirements for their CCSP grant (if they are recipients) and pursue professional principal licensure at the same time as the AMC is in the process of becoming an induction program for charter school leaders!

This year, the following are *required* for successful completion of the AMC induction program:

- ❖ Attend at least 4 out of 5 full-day AMC trainings
 - Commit to participating in the AMC for two years, though it is possible to be recommended for licensure in less time. Candidates who get recommended for licensure in less than two years will still need to fulfill their technical assistance requirements for the CCSP grant.
 - * If you are an administrator who is seeking induction outside of the CCSP grant program, you will be required to complete (at least 32 hours), the minimum mentoring hours required of the Year 1 Cohort as you will not be able to demonstrate proficiency in the program outcomes in less time.
- ❖ Make a minimum of 8 visits to an AMC network school, including the 5 offered within the training days. *It is recommended, but not required, that each mentee visit their mentor's school or another mentor's school site at least once during each year in the AMC Induction Program to fulfill this requirement.*
- ❖ Meet regularly with your mentor for a minimum of 80% of the maximum allowed mentoring hours (per cohort) to meet the requirements of the induction program and document goals or action steps as outlined on a month-to-month basis.
 - o Cohort Year 0 & 1 (minimum of 8 hrs. or 32 hrs.)
 - o Cohort Year 2 (minimum of 20 hrs.)
 - o Cohort Year 3 (minimum of 32 hrs.)
- ❖ Document progress towards proficiency in the Performance-Based Standards for Colorado Principals and the AMC program goals/learning targets.
- ❖ Complete the Pre and Post Assessment, Individualized Growth Plan, Mentee Reflection Forms, training surveys, and other required documents as assigned by CDE.
- ❖ Pay Get Smart Schools for services within 30 days of receiving invoice. Cost will be as follows:
 - o Cohort Year 0: \$1272; Cohort Year 1: \$4770
 - o Cohort Year 2: \$3,180
 - o Cohort Year 3: \$20 per event attended

Principal Licensure:

The AMC facilitators and your mentor will be using the assigned AMC documents, reflections, and surveys to determine growth and proficiency toward the Performance-Based Standards for Colorado Principals and the AMC program learning targets. Upon completion of the program, these documents will be reviewed by your mentor and the AMC facilitators to determine successful completion of the induction program and recommendation for professional principal licensure.

Mentee Responsibilities:

In addition to the induction requirements listed above, the following are the responsibilities of a mentee participating in the AMC:

- ❖ Promote and share innovative ideas
- ❖ Willingness to work to build a professional relationship that establishes goals and structures to promote success
- ❖ Willingness to be open to authentic and constructive feedback from mentor/facilitators
- ❖ Willingness to communicate/respond with mentor in a timely, professional manner

Name, Printed

Cohort

Role

School

Signature

Date