**Administrator Mentoring Cohort**

**AMC & INDUCTION PROGRAM PARTICIPANT AGREEMENT**

*Welcome to the Administrator Mentoring Cohort (AMC) program. This document outlines the program expectations that you agree to fulfill during the school year. Please review and email the signed form to* [*kimberlycaplan@csi.state.co.us*](mailto:kimberlycaplan@csi.state.co.us)

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| **Mentee Name** | **Position & School Email** |
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| **External Mentor Name (required)** | **Position & School Email** |
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| **Internal Mentor Name (if applicable)** | **Position & School Email** | |
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| **Type of Program Participation:**  ***Circle one*** | CCSP Grant Only | CCSP Grant & Induction |  |

**Program Purpose**

The AMC combines high quality professional development and mentoring to specifically support the unique needs of charter school administrators. The mission of AMC is to increase student achievement and quality of leadership at mentees’ schools. The program fulfills technical assistance requirements for the Colorado Charter Schools Program Grant and the requirements for state-approved Principal Induction.

**Professional Development Requirements**

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| **CCSP Planning Year** | **CCSP Implementation Year 1** | **CCSP Implementation Year 2** |
| Attend Orientation & Registration (required);    1 AMC Meeting (encouraged) | Attend 4 AMC Meetings, 6 Meetings Encouraged | Attend 4 AMC Meetings, 6 Meetings Encouraged. |

**Mentees:** Required to purchase texts for book study component of AMC meetings: Leverage Leadership 2.0

A Practical Guide to Building Exceptional Schools, By: Paul Bambrick-Santoyo

**Mentors:** Strongly encouraged to attend professional development meetings with your mentee and/or present at an AMC meeting and read along with mentee in required texts.

**Meeting Dates**

AMC meetings are typically scheduled 8:30 a.m. – 4:30 p.m. and are held at charter schools along the Front Range.

September 6, 2023

October 4, 2023

November 1, 2023

February 7, 2024

March 6, 2024

May 1, 2024

**Mentoring Requirements**

**Growth Plan Development:** At the initial mentoring session, develop a growth plan that outlines the mentee’s professional goals and sets targets for goal attainment. Revisit the growth plan regularly during mentoring sessions to evaluate progress toward the goal. Submit [Growth Plan](https://resources.csi.state.co.us/wp-content/uploads/2023/04/2_Growth-Plan_Principal_23-24.docx) on or before September 15th.

**Mentoring Hours & Reflections:** Maintain a log of mentoring sessions that includes dates and location/mode of meeting, length of session and topics covered. AMC meetings do not count towards the completion of your mentoring hours. Submit [Mentoring Log](https://resources.csi.state.co.us/wp-content/uploads/2023/04/3_Mentoring-Log_23-24.xlsx) with Reflections on November 30th, February 29th and May 31st.

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| **CCSP Planning Year** | **CCSP Implementation Year 1** | **CCSP Implementation Year 2** |
| 8-10 hours | 25-32 hours | 20-25 hours |

**Mentor Selection**

CSI maintains a list of approved mentors and can assist CCSP grantees in selecting an approved mentor with expertise that matches their needs. Alternately, grantees can submit the name, contact information, and resume of an individual with whom they already have a professional relationship. CSI will review the resume and determine if the proposed mentor meets criteria for approval.

Grantees are required to work with a mentor from outside of their place of employment or network for at least half of the required mentoring contact hours. An external mentor provides a unique perspective on problems of practice and can provide a neutral sounding board when tensions arise with a direct supervisor or in-house administrator.

**Mentor Eligibility Criteria**

Mentors must meet the following criteria:

* Has completed a minimum of three years of leadership experience at a charter school as documented on the individual’s resume.
* Demonstrates commitment to supporting other school leaders.
* Demonstrates knowledge of the Colorado charter school context and landscape
* Demonstrates high standards and ethics, integrity, and exemplifies strong moral character.
* Demonstrates the ability to build professional relationships and to collaboratively establish goals and structures to promote progress.
* Demonstrates solid communication skills, strong critical and analytical thinking skills, and appreciation for diversity.

**Mentee Agreement:**

**I understand that my licensing credentials must be verified prior to my participation in the program.  I consent to having my credentials pulled from CDE’s Licensing Unit systems for this purpose. In addition, I acknowledge and agree to the requirements for successful completion of the AMC program.**

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| **Mentee Full Name, Printed** | **Signature & Date** | |

**Mentor Agreement:**

**I acknowledge and agree to the requirements for successful completion of the AMC program.**

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| **Mentor Full Name, Printed** | **Signature & Date** | |