

CALIFORNIA STATE UNIVERSITY, LOS ANGELES

Charter College of Education
Division of Applied and Advanced Studies in Education

MENTOR AGREEMENT

Mastery of Fieldwork Performance Option for the Professional Administrative Services Credential

For the Candidate : _____

Mentor's Name: _____
Last First

School/School District: _____

Title: _____

Phone Number: _____ Fax Number: _____

Email: _____

I have reviewed the requirements of the Mastery of Fieldwork Performance Option for the Professional Administrative Services Credential with the candidate and agree to serve as a Mentor for the candidate named above to provide mentoring and participate as an assessor of the candidate's competence.

Mentor's Signature

Date

Please return this agreement form with a **copy of your current Administrative Services Credential*** AND **resume** to Dr. Lori Kim, Division of Applied and Advanced Studies in Education, 5151 State University Drive, Los Angeles, CA 90032 or fax it to 323-343-5336.
(* You may download the record from Credential Information at ctc.ca.gov website.)

Mentor Guidelines

The EDAD faculty recognizes the importance of mentoring in the induction experience of the beginning administrator. Candidates are required to select experienced administrators who are prepared to help and assist in the development of administrative expertise and committed to assume responsibility with the district, the university, and the candidate. The candidates are encouraged to choose a mentor who shares similar job responsibilities.

The selection of the Mentor is a responsibility of the candidate, with the approval of the University faculty and support of the school/school district. The mentor is required to hold a valid, current California Professional Administrative Services Credential and agree to meet with the candidate on a regular basis to explore the progress of the candidate's ongoing professional development.

Preferred Characteristics of the Mentor:

- Has impacted student learning in a positive way.
- Has ability to coach, facilitate, and assist.
- Is on the cutting edge of the profession of leading.
- Models a change agent.
- Has demonstrated excellence in school leadership.
- Has the ability to communicate well.
- Demonstrates a willingness to share expertise.
- Preferably is not the supervisor of the candidate.
- Is a recognized leader and expert in diversity issues.
- Is skilled in consensus building and collaboration.

Roles and Responsibilities of the Mentor:

- Is willing to serve as a coach to a credential candidate.
- Facilitates professional development of the candidate.
- Helps the candidate establish professional connections and develop his/her career.
- Provides knowledge and expertise on a wide range of issues.
- Provides feedback on the candidate's work.
- Provides moral support.
- Acts as a role model.
- Interacts with the candidate with humor, flexibility, and generosity.
- Provides guidance, counsel, and advisement.
- Works collaboratively with the University supervisor assigned to the candidate.

Roles and Responsibilities of the Mentee:

- Seeks out and interacts with mentor.
- Discusses goals.
- Receives guidance on career issues.
- Uses time with mentor effectively by asking questions and discussing concerns and interests.
- Identifies own needs/goals and formulates an action plan for accomplishing these.
- Takes responsibility and initiative for own learning and professional development.
- Actively seeks challenging assignments and greater responsibility.
- Receptive to coaching/utilizes the mentor's feedback.
- Maintains regular contact with University supervisor.