

SITE ADMINISTRATOR APPROVAL FORM
Demonstration of Instructional Competencies (EDEL 489/EDSE 489)

Last Name

First Name

CIN

Home Address

City, State and Zip Code

Daytime Phone Number

Email Address

I, _____, am applying for Demonstration of Instructional Competencies during the _____ Quarter, 20____. I am presently employed as a **full-time teacher** at:

Name of School

Grade Level and Subject Area *

Bilingual Setting ___ Yes* ___ No*

Complete School Address

City, State, and Zip Code

(_____) _____
School Phone Number

Name of Site Administrator and Title

District

Are you teaching at a Year Round School? _____ Yes** _____ No.

Please complete the Supplementary Application For Year Round Schools. You must be on track and teaching **full-time during each quarter of EDEL/EDSE 489. If you will be in your classroom fewer than ten (10) weeks during your EDEL 489/EDSE489, you must accept a **full-time** supplementary assignment, under the supervision of a designated master teacher during the weeks that your class is "off track." Single Subject Credential candidates must teach at least five (5) periods, three (3) of which are in the subject area in which the applicant is seeking a credential.

In Demonstration of Instructional Competencies (EDEL 489 or EDSE 489) each applicant is observed on a regular basis by a University faculty member for the purpose of evaluating instructional competencies. It is important that your site administrator become aware and supportive of the evaluating process.

TO: Dr. Monique S. Allard, Director of Student Services
Charter College of Education, CSLA

_____, is recommended for an assignment of Demonstration of Instructional Competencies. As a representative of the district, I agree that the applicant may utilize our site for appropriate field experiences. I understand that a university faculty member will visit my school on a regular basis to observe the candidate's instructional competencies and prepare a final evaluation of his/her teaching performance.

I understand that I must also **observe** the candidate in the classroom and **evaluate** his/her teaching effectiveness, using the University criteria. I will **complete a written evaluation** (using CSLA's rating form) of the candidate's teaching performance during the tenth (10th) week of the quarter.

*In addition, I verify that the information above is accurate

Signature of Site Administrator

Title

Date

Credit for EDEL 489 and EDSE 489 will be awarded based upon completion of the student teaching requirements as evaluated by the University supervisor and the site administrator. Grades are assigned by the Division of Curriculum and Instruction when the final evaluations are completed and submitted to the Office of Student Services.