

UNIVERSITY OF KENTUCKY
College of Education
Department of Educational Leadership Studies
Superintendent Certification Program

Superintendent Preparation Program Mentoring Agreement
(16 KAR 3:010, 16 KAR 5:010 and 16 KAR 9:080)

This Mentoring Agreement between the University of Kentucky (UK) Department of Educational Leadership Studies (EDL) and the _____ school district Mentor, _____ is to collaborate in the preparation aspiring school district superintendents and ensure that field-based experiences aligned with superintendents' annual work cycle are authentic and relevant to district needs as well as provide advice to enable the Program to remain highly relevant and effective. Superintendent Mentors are central to creating a supportive environment in which candidates may participate in district-level leadership and management activities aligned with required Educational Professional Standards Board licensure standards that contribute to their capacity to serve as a chief executive and education officer. The UK/EDL agree to fulfill the following responsibilities mutually respecting candidate and mentor (district) confidentiality:

Responsibilities: University of Kentucky, Department of Educational Leadership Studies

1. Work collaboratively with the school district to design and modify the Superintendent Certification Program and Mentoring component to ensure that it is relevant and rigorous and contribute to preparing highly capable, transformative leaders;
2. Provide required coursework, field-based and mentoring experiences that will enable candidates to meet qualifications for Superintendent Certification in the Commonwealth of Kentucky;
3. Collaborate with the school district in Program admission processes, mentoring, field experiences, assessment, Capstone Panels as well as Program evaluation and improvement processes;
4. Maintain regular communications between EDL instructors and superintendent mentors to ensure timely feedback to candidates;
5. Make available appropriate information to mentors about university and mentor roles and as well as effective practices in support of candidates' professional growth and development;
6. Work with school district mentors to ensure that field-based experiences include engagement in activities with diverse populations (cultural and economic diversity, ELL/ESL, special education, gifted and P-12);
7. Collaborate with superintendent mentors to ensure that candidates will be prepared to successfully complete Program and the Capstone Report (i.e.) summative assessments;
8. Determine formative and summative assessment procedures related to standards-based projects, Capstone Report and Professional Growth Plan and how school district input will be utilized in assessing expected candidate competencies.

Responsibilities: The School District

1. Collaborate with University of Kentucky on Program admissions processes as appropriate;
2. Mentor aspiring superintendent candidates leading to successful program completion;
3. Facilitate identification of leadership opportunities for candidates to complete standards-based projects and the Capstone Report including experiences with diverse populations (cultural and economic diversity, ELL/ESL, special education, gifted, and K-12);
4. Ensure adequate time is allocated to maintain regular contact with Program instructors, and the candidate;
5. Provide access to relevant district and school level data available in the public domain with the assurance that information provided (test scores, grades and attendance et al.) will protect the rights of all students, school and district personnel.
6. Participate in the evaluation of superintendent candidates' field-based/standards-based projects, Capstone Report Panel and Professional Growth Plan.

Responsibilities: The Candidate:

1. Complete all aspects of the University and EDL Superintendent Certification Program admissions process.
2. Agree to complete the Program in during the allotted timeframe congruent with the Superintendents' annual work cycle.
4. Collaborate with the school district mentor in completing field-based assignments and provide documentation of time and tasks involved in completing field work assignments.
3. Complete all Program and course requirements in a timely manner.

Agreed on this day of ____, 20____ by

University of Kentucky, EDL Instructor Signature

Date

Superintendent Mentor Signature

Date

Candidate Signature

Date