



## Professional Development and Fieldwork Contract

### Candidate's Commitment

I will carry out all of the candidate responsibilities that are defined in the Educational Leadership Program Fieldwork Handbook.

To this end I will:

- Work with my supervising administrator to establish and implement my professional development and field work plan to develop the competencies needed to meet the requirements of the Preliminary Administrative Services Credential;
- Present my professional development and field work plan to the university coordinator for approval once each term or more frequently if significantly revised;
- Provide my supervising administrator with documentation of my work as defined in the handbook and at the conclusion of the program schedule a joint meeting with my supervising administrator and the university coordinator to review my performance in meeting the Standards of Candidate Competence and Performance.

I understand the commitment I am making to the school site that accepts me for field work and I will fulfill the responsibilities of my field work assignment in a professional and ethical manner.

**Candidate's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

### Supervising Administrator's Commitment

I will carry out all of the supervising administrator responsibilities that are defined in the Educational Leadership Program Fieldwork Handbook.

To this end I will:

- Work with my candidate to support her/him in establishing and implementing a professional development and field work plan to attain the competencies needed to meet the requirements of the Preliminary Administrative Services Credential;
- Meet with the candidate on a regular basis to review progress and to establish new areas or activities for field work.

At the end of the field work I will meet with the candidate and with the university advisor to summarize the experience and I will provide the candidate and the university with my written evaluation of the candidate's level of competency on the standards for an entry-level administrator.

**Supervising Administrator's Signature:** \_\_\_\_\_

**Printed Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Name of School and District** \_\_\_\_\_