

MCS Administrator Induction Program CASC

Monthly Administrator Candidate/Mentor Collaboration Log

Due by the 5th of Each Month

Administrator Candidate(s) Signature:			Print Mentor Name & Signature:			Month	Total Hours:
Date: Hours:	Date: Hours:	Date: Hours:	Date: Hours:	Date: Hours:	Date: Hours:	Date: Hours:	Date: Hours:

Percentage of Contact Time. Must equal 100%.

Email:	Text:	Phone Call:	In Person:	Networked Expert:	Microsoft Teams	Other:
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Mentoring may be *direct support* that includes "just in time" support, modeling, guided reflection, reflection on CPSEL, feedback leadership and school community, and reviewing and/or adjusting the Administrator Individualized Learning Plan (AILP). It may also be *indirect support that includes connecting the candidate with available resources* (Networked time counts as mentor support). **A minimum of one hour/week of support must be provided.** Struggling novice leaders should receive additional collaboration time.

Record a synopsis of the month below.

What is Going Well?	Reflection on Leadership Needs for Current AC Concerns
Candidate's Progress Toward AILP Goals &/or Next Steps	Which CPSELs were this month's focus?

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	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 20%;"></td> <td>1. Development & Implementation of a Shared Vision</td> </tr> <tr> <td></td> <td>2. Instructional Leadership</td> </tr> <tr> <td></td> <td>3. Management & Learning Environment</td> </tr> <tr> <td></td> <td>4. Family & Community Engagement</td> </tr> <tr> <td></td> <td>5. Ethics & Integrity</td> </tr> <tr> <td></td> <td>6. External Context & Policy</td> </tr> </table>		1. Development & Implementation of a Shared Vision		2. Instructional Leadership		3. Management & Learning Environment		4. Family & Community Engagement		5. Ethics & Integrity		6. External Context & Policy
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Sample Agenda:	Additional Notes / Follow up Items
<ol style="list-style-type: none"> 1. What is going well? (GLOW) 2. What is something you need to work on? (GROW) <ol style="list-style-type: none"> a. Reflection on leadership needs of school site b. Data conversation 3. Tell me about progress made toward AILP goals? 4. Select a “Just in time” support topic 5. Mentor shares an leadership strategy 6. Data driven conversation 7. Set up date for next meeting 8. Other 	

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