University-Based Mentoring Plan for Candidates in an Alternative Administrator Certification Program
16 KAR 9:080

Candidate Name:_____   NKU Student ID:_____

Program Enrolled In:_____   Admission Date:_____

Subject (s):_____   Grade Level(s):_____

School District:_____   School:_____

School Year: _____   1st or 2nd TP: _____

Date Admitted to KYEPSB: _____   Anticipated Exit Date:_____

Per 16 KAR 9:080, a full-time administrator (principal, DPP, supervisor) on Temporary-Provisional certification, not completing KPIP *if applicable* will receive mentoring provided by Northern Kentucky University in collaboration with the school and school district. A mentor selected and compensated by NKU will observe for a minimum of 5 hours, spread across the academic year. A mentor provided by _____School will observe for a minimum of 5 hours, spread across the academic year. The remaining 5 hours will be _____ Digital sigtnatures (initials and checking the box) and contact information for the parties are provided below:

_____ _____ _____ _____
Signature (Candidate)   E-mail Address   Phone   Date

_____ _____ _____ _____
Signature (School Mentor)   E-mail Address   Phone   Date

_____ _____ _____ _____
Signature (Principal)   E-mail Address   Phone   Date

_____ _____ _____ _____
Signature (NKU Mentor)   E-mail Address   Phone   Date

_____ _____ _____ _____
Signature(Program Dir.)   E-mail Address   Phone   Date

Institution will:
- Provide an institution mentor at the cost of the institution.
- Provide program director as a support to the school administrator and/or mentors.
- Establish the process to maintain regular communication with the employing school so that NKU and the employing school may assist the candidate as needed and address identified areas of improvement. Minimum process described below in expectations of candidate, mentors, and communication.
- Notify the district in writing immediately if the candidates' enrollment in the alternative certification ceases.
- Notify KYEPSB in writing immediately if the candidates' employment in the covered position or enrollment in the alternative certification ceases.

Mentors (institution and school based) will:
- Conduct observations of the candidate in his/her daily   position
- Provide the candidate with written and verbal feedback on those observations.
- In collaboration with the school administrator communicate clear and specific expectations of the job as a principal, supervisor, or DPP.
- Suggest procedures, practices, strategies, resources to improve student learning and management of time for candidate
- If applicable, explore further support activities, interventions, classroom management, student discipline issues, etc.
- For each observation, provide a written summary report to the candidate, to the principal, and to NKU.
- Collaborate with each other, with the candidate, with the program director, and with the employing school's principal on how to best support or assist the candidate.
- Alert the Graduate Program Director for the specific program at NKU of any challenges the candidate is experiencing.

Candidates will:
- Have already passed all necessary standardized assessments required (by KYEPSB and/or the institution) for admission to the specified program and recommendation for a temporary provisional certification.
- Be enrolled in coursework at NKU in the program within 90 days from the date on the temporary provisional certification.
- Will attend and progress appropriately with the required coursework to maintain their initial temporary provisional certification and requirements for renewal if applicable.
- Alert the institution immediately if the candidates' employment in the covered position or enrollment in the alternative certification ceases.
- Communicate with their school mentor, institution mentor, and program director if any issues arise that may jeopardize the candidates' progress or continued job placement.

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Communication:

- Initial meeting of school administrator, school mentor, university mentor, and candidate in person or via Skype, WebEx, or a similar interactive technology.
- Observation of candidates must be in person in the candidate's district.
- Follow up communications may made be made by telephone, e-mail, Skype, WebEx, or in person based on all parties preference and availability as well as the specific reason for the communication.
- Although not required, mid-year meeting of all parties and/or end of year meeting of all parties may be required if deemed necessary by school administrator, either mentor, or candidate.