

**Mentor Commitment Form**

**Candidate Name** \_\_\_\_\_

**PSC CertID #** \_\_\_\_\_

**District Commitments:** Educational Leadership Programs at KSU prepare dynamic, high-performing leaders to participate in transforming schools into learning communities characterized by student success. Graduates would be successful in any school and are particularly ready to lead schools in Georgia. To ensure acquisition of needed knowledge and skills, field experiences are a part of each course. Additionally, an intense practicum provides for syntheses of program learning. Candidates accepted into Leadership Programs must obtain commitment from the school district to provide experiences as contained within the mentor agreement on the application form.

**Mentor Commitment:** The Department of Educational Leadership at KSU is committed to providing genuine experiences leading, facilitating, and making decisions characteristic of school leaders. Each candidate is required to obtain agreement from a practicing school administrator who holds leadership certification issued by Georgia PSC, or another state's equivalent, to supervise on-site experiences and to mentor his or her leadership development. The mentor agrees to function as part of a learning team with the candidate and university faculty. University faculty will make on-site visits and will collaborate with the candidate and mentor in planning appropriate experiences and evaluating development. The mentor will oversee the day-to-day performance of the candidate. Mentors must remain employed in a school setting to continue mentoring.

**Mentor Certificate Requirements:** Certification must be current. Supervision of a Tier I Leadership candidate requires that the mentor has held a Tier I or Tier II Leadership certificate for 3+ years. Supervision of a Tier II Leadership candidate requires that the mentor has held a Tier II Leadership certificate for 1+ years. Candidates not using mentors certified in Georgia should reach out to the BCOE Certification Officer at [bcocertification@kennesaw.edu](mailto:bcocertification@kennesaw.edu), to confirm eligibility. Please be prepared to provide the mentor's state in which they hold certification and their Certification ID#.

**Role of the Mentor:**

- Provide a wide range of experiences (the candidate needs to experience a range of administrative functions, become acquainted with all facets of leadership, be able to observe and work with educational leaders in a variety of situations).
- Provide duties of increasing responsibility (assign responsibilities which contribute to the on-going school/district program, with increasing duties as time passes and skills increase).
- Assign and monitor an improvement project (major responsibility for an improvement project that will contribute to the school's/district's program through leadership activities).
- Meet regularly with the candidate and provide feedback on progress (provide specific directions/tasks/requirements to improve leadership ability in the area(s) of need).
- Meet with the university faculty member responsible for candidate's supervision (the candidate is working as part of a team with the university faculty and the mentor. Open and frequent communication among the parties is essential to optimum candidate development).

**TO BE COMPLETED BY REFERENCE WHO WILL ASSIGN/MENTOR/CO-SUPERVISE CANDIDATE'S FIELD WORK**

The candidate above will be assigned an area of responsibility related to school improvement. This assignment will require the candidate to complete specific responsibilities for which s/he will receive academic credit. By signing this form, I accept the responsibility of serving as a mentor to the above-named candidate.

_____	_____	_____
<b>Printed Name</b>	<b>Position Title</b>	<b>GaPSC CertID #</b>
_____	_____	_____
<b>School Name</b>	<b>School System</b>	<b>School Zip Code</b>
_____	_____	_____
<b>Signature</b>		<b>Date</b>

**Please return to the candidate to be included with their application materials.**