

# Colorado Dept. of Education (CDE) and Office of Professional Services & Educator Licensing (OPSEL)

## PRINCIPAL/ADMINISTRATOR INDUCTION PROGRAM TEMPLATE

This document represents the information required for CDE to evaluate a Principal/Administrator Induction Program (IP). The rules for a Principal/Administrator IP are different from a Teacher/Special Services Provider IP.

### Directions:

1. Review the entire package (template, standards, etc.) of the attached background materials before you begin.
2. Begin by completing Page 1 (cover sheet information), continue and complete Page 2 and Page 3. Attach these pages as the introduction to the proposal.
3. Combine and attach all required information, including all relevant supporting documentation/evidence, to indicate that all requirements for the Colorado Performance Based Standards/Elements have been met.
4. Submit the Induction proposal as a single PDF document with pages numbered and in the order to be presented to CDE and the Colorado State Board of Education at [lautenbach\\_b@cde.state.co.us](mailto:lautenbach_b@cde.state.co.us)

Type:	<input type="checkbox"/> School District	<input type="checkbox"/> BOCES	<input type="checkbox"/> Private	<input type="checkbox"/> Charter	<input type="checkbox"/> Other
Description of Other:					
Induction Program:	<input type="checkbox"/> Principal	<input type="checkbox"/> Administrator			
Length of Program:	<input type="checkbox"/> 1 year	<input type="checkbox"/> 2 years	<input type="checkbox"/> 3 years		
Organization Name:					
Organization Mailing Address:					
	City:	State:	ZIP:	County:	
Organization Telephone & FAX:	Office:		FAX:		
Contact Name:					
Contact Telephone & FAX:	Office:		FAX:		
email address:					
Date:					

### FOR IN-OFFICE USE ONLY (required documentation checklist)

☐ Information Data   ☐ Standards   ☐ Mentor Hours   ☐ Mentor   ☐ Qualifications   ☐ Specifications of Program

Please use the following checklist to complete the Induction Proposal process:

In the order listed, please include the following information/attachments with your proposal:

- 1.** IP Expectations - Note: Please refer to the SBE's IP Rules (Listed in the Reference Guide, attached) and include:
- The organization's goals for its Principal/Administrator IP - and their correlation to the organization's overall goals.
  - The organization's measurable objectives for the IP (see IP Evaluation section, below).

- 2.** IP Program Description - including content and variations as specific to:
- Newly-licensed principals/administrators (including alternative-route licensed principals).
  - Veteran principals/administrators new to the organization.
  - Incoming out-of-state principals/administrators (either new or veteran).

- 3.** IP Committee/Administrator Selection - Please provide a brief narrative of the organization's:
- Selection process - as used to initially identify Committee Members/Administrators for its IP. Why first identified?)
  - Selection criteria - as used to establish the organization's IP's Committee/Administrators (Basis for appointment).

- 4.** IP Mentor Selection/Training/Evaluation - Please provide a brief narrative of the organization's:
- Selection process - as used to initially identify potential mentors for its IP (...and who does this?)
  - Selection criteria - as used to choose the mentors for its IP (...and who does the selection?)
  - Mentor Training - as provided by: ☐ District ☐ BOCES ☐ Charter ☐ Private School

☐ Other: \_\_\_\_\_

Please include:

- o A description of the organization's expectations of IP mentors;
- o Pertinent/applicable rules, handbooks, required documentation/logs, other organizational guidance, for mentors;
- o Guidance for observation of/consultation w/ Inductees by mentors (process, observation form(s)/rubric(s), etc.)
- Mentor evaluation criteria - with any form/rubric(s) used (and identification of who does this).

- 5.** IP Inductee Pre-Information - Please provide any "pre-information" given Inductees re their IP (or include a sample):
- The organization's IP goals and procedures, and its expectations of the Inductee within the IP.
  - The general types of district/school information, and knowledge and skills, to be provided to the Inductee in the IP.
  - The types of seminars/programs/sessions/activities/tasks, etc. that will be offered to or required of the Inductee.
  - A description of IP documentation and/or logs (...if required of the Inductee during the IP).
  - The process/criteria for evaluating the Inductee within the IP (e.g. who, what, how, when...)
  - The process/criteria for determining the Inductee's successful program completion and how it applies to licensing.

- 6.** IP Evaluation/IP Modification (SBE Rule 13.02) Please provide information to describe how the organization:
- ...evaluates its ongoing Induction Program (e.g. who, when, how, what mechanisms/criteria...)
  - ...receives feedback on the IP and reviews the IP evaluation (e.g. who, when, how...)
  - ...determines, via its IP evaluation, that the IP's measurable objectives have been met and/or exceeded.
  - ...changes and/or modifies its IP - based on the IP evaluation and other factors (please describe).
  - ...determines if/that/how the IP has increased new-to-organization staff effectiveness.
  - ...specifically, determines whether/how the IP has had an identifiable and positive effect on Inductees' ability to meet/exceed its instructional objectives, and uses that information to modify its IP accordingly.

Induction Program Questions/Comments:  
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# INDUCTION PROPOSAL INFORMATION

List the page location of the required information to be included in the Induction Proposal:

Standards for Principals and Administrators (2260.5-R-6.00):

	Page
1. Foundations of Leadership	
2. Contextual Understanding	
3. Planning and Organization	
4. Content Knowledge Instruction	
5. Individulation of Instruction	
6. Management and Evaluation of Instruction	
7. Supervision of Personnel	
8. Supervision of Student Conduct	
9. Resources	
10. School Site Safety and Maintenance	
11. Parent and Community Involvement	

Qualifications of Mentor (list):

	Page

Mentor Hours (list):

	Page

Professional Development Plans:

	Page
1.	
2.	
3.	
4.	
5.	
6.	
7.	
8.	