



Hanford Elementary School District
Induction Program

Administrative Services Credential Clear Induction Program

**Candidate Memorandum of Understanding
2019-2020**

I, _____, wish to participate in the Hanford Elementary School District Administrative Services Credential Clear Induction Program. I have read the Candidate responsibilities described below and agree to follow them to the best of my ability.

- I understand that I must enter a clear administrative services credential clear induction program upon placement in an administrative position but no later than one year of the start of my initial administrative contract. If, for any reason, I am unable to participate fully in the HESD Administrative Services Credential Clear Induction Program, I understand that I will need to contact my coach and the Induction Program Coordinator. I also understand that extensions will only be granted under extenuating circumstances (e.g. medical/family illness or emergency).
- I understand that the program is for two years of participation. Should I require additional time, the cost of participation will be my responsibility.
- I further understand that recommendation for a clear administrative credential is separate from my employment status in my district.

Responsibilities of Program Candidate:

- Develop a relationship with my coach characterized by openness, sharing, and reflection.
- Meet with my coach a minimum of 4.5 hours per month.
- Assemble evidence in the form of an individual Induction Plan (IIP) via an E-Portfolio of growth and application based on the California Professional Standards for Education Leaders (CPSELs).
- Complete the IIP and E-Portfolio and gather evidence of growth, which is my responsibility and is required to apply for an Administrative Services Clear Credential.
- Participate in the formative assessment system via the inquiry process that includes an IIP, observations, and reflections to guide my growth as an administrator.
- Understand that information gathered regarding practice/performance is confidential. Information regarding completion may be shared with site/district/program administrators.
- Attend required professional development seminars that match my IIP and/or district goals.
- Communicate questions or concerns about the HESD Administrative Services Credential Clear Induction Program, including concerns about my coach, if a problem should arise, with the Induction Program Director.
- Participate in the program evaluation process and comply with reporting procedures.
- Notify my coach and the Induction Program Director should I leave the program before completion.

Candidate Signature

School

Date