



Hanford Elementary School District
Induction Program

Administrative Services Credential Clear Induction Program

**Coach Memorandum of Understanding
2019-2020**

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

Coach Requirements

- I understand that I must maintain my clear administrative credential with the California Commission on Teacher Credentialing (CCTC).
- I will be required to show proof of coaching training through Cognitive Coaching.
- I understand that the program requires two years of participation.
- I will seek to build trust in my coaching relationship and support the ongoing work identified by both the candidate and his/her district goals.
- I will model the professional standards as described in the CPSELs
- I will be attentive to the needs of the candidate to ensure that my services remain beneficial to their professional growth, and will be open to collaborating with the Program Director should my services not be meeting the candidate's needs.

Coach Responsibilities for the Candidate:

- Develop a trusting relationship with my candidate characterized by openness, sharing, and reflection.
- Meet with my candidate a minimum of 4.5 hours per month.
- Provide support to my candidate and access to other supporting mentors.
- Assist my candidate in completing and revising, as needed:
 - Program Overview
 - Self-Assessment
 - Individual Induction Plan
 - Coach/Candidate Program Documentation and Requirements
 - Coach/Candidate Contact Log
 - Inquiry Research Project Observation Record Forms
- Understand that information gathered regarding **practice/performance** is confidential. I will maintain strict confidentiality of work with my HESD candidate. Information regarding **completion** may be shared with the Induction Program Director, School District Administration, and/or Site Administration.

Coach Signature

Date