School Administrator
Standard Residency Agreement

The state-approved School Administrator Residency Program provider _____, the School Administrator Mentor, _____, and the hiring School District, _____, hereby enter into agreement with the New Jersey Department of Education (NJDOE) to provide a program of training, supervision, and support, as required in *N.J.A.C.* 6A: 9B - 11.4, for the school administrator resident, _____, who has accepted employment in a position that requires School Administrator certification. This program of training, supervision, and support will be conducted in accordance with the following terms and conditions:

The above-named School Administrator Residency Program provider agrees to:

Provide a one-year residency program for the school administrator resident, according to the requirements set forth in the Request for Qualifications for Administrator Residency Program providers issued by the NJDOE under which the provider received state approval.

The above-named school administrator mentor agrees to:

1. Provide appropriate mentoring, guidance, and support to the resident during the required residency program, as directed by the state-approved residency program;
2. Form an advisory panel of two to three (2-3) practicing educators to advise the resident and review the resident's progress toward standard certification and to convene this panel on at least three occasions throughout the duration of the required residency program;
3. Formally assess the resident for diagnostic purposes after the third and sixth months of the program; and
4. During the twelfth month of the residency, formally assess the resident and recommend action toward standard School Administrator certification to the NJDOE on state-generated forms.

The above-named School District agrees to:

1. Cooperate with the state-approved School Administrator Residency Program provider and the resident's mentor in order to guide and assist the resident for successful completion of the required residency program; and
2. Ensure that the resident has the opportunity to fulfill any required experiences for the residency.

The above-named resident agrees to:

1. Fulfill the requirements of the residency program as structured by the approved school administrator residency program provider;
2. Cooperate with the mentor and the sponsoring district in fulfilling the requirements of the residency; and
3. Pay all necessary fees in a timely manner. If the resident's district has agreed to pay all or part of the residency program fees, the resident is responsible for ensuring that these fees are paid in a timely manner.

The New Jersey Department of Education agrees to:

1. Issue a provisional certificate to the above-named school administrator resident valid for a period of two years after submission of the appropriate documentation;
2. Provide a standardized summative assessment form to the state-approved School Administrator Residency Program provider and mentor for the standard certification process;
3. Respond to requests for information and assistance; and
4. Monitor the operations of the state-approved School Administrator Residency Program provider to ensure that the residency program meets state requirements.

Signed,

_____ _____
Residency Program provider representative Date

_____ _____
School Administrator Mentor Date

_____ _____
Employing School District Date

_____ _____
Resident Date

Received by NJDOE Office of Certification:

_____ _____
Certification Officer Date