



In order to provide a quality program for the administrator licensure candidate, the district/school is a valuable and necessary partner with George Fox University. This document briefly outlines the expectations of this partnership.

1. Mentors

The district/school works with the candidate and George Fox University faculty to provide a mentor(s) for the candidate. Criteria for selection of mentors will include a valid Oregon administrator license, administrative expertise at the building or district level, effective communication skills, and commitment to candidate’s learning experience. Mentors for the George Fox University administrator licensure program are specified as follows:

University Supervisors: George Fox University faculty involved in the administrator licensure program who will oversee projects, experiences, portfolio development, and website postings.

Site Mentor: Licensed administrator from the school where a Preliminary Administrator Licensure (PreAL) practicum student is assigned who will oversee projects, experiences, and portfolio documentation.

District Level Mentor: Licensed administrator at the district level who will work with the candidate to develop and oversee projects, experiences, and portfolio documentation pertaining to Professional Administrator Licensure (ProAL).

If, for any reason, the district/school cannot provide a mentor, George Fox University will work to place candidate with a mentor in surrounding districts/schools.

By signing this document, the district/school agrees to 1) advise George Fox University in the selection of district/building mentor; 2) work with the candidate and George Fox University faculty to determine opportunities for practicum experiences; and 3) jointly assess the candidate’s demonstrated competencies based on licensure standards.

Candidate Name \_\_\_\_\_
Candidate Signature \_\_\_\_\_ Date \_\_\_\_\_

Administrator Mentor Name \_\_\_\_\_
Administrator Mentor Signature \_\_\_\_\_ Date \_\_\_\_\_
Phone \_\_\_\_\_ Email \_\_\_\_\_
Address \_\_\_\_\_
City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Superintendent (or Designee) Name \_\_\_\_\_
Superintendent (or Designee) Signature \_\_\_\_\_ Date \_\_\_\_\_
Phone \_\_\_\_\_ Email \_\_\_\_\_
Address \_\_\_\_\_
City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

2. Field Experience for Administrator License Program – OAR 584-017-0280

The Oregon Teacher Standards & Practices Commission (TSPC) requires the unit to provide practica in public and/or approved private school settings for purposes of instruction, assessment of competency, and integration of field work with academic study.

Each candidate for a Preliminary Administrator License (PreAL) completes a practicum in a public or approved private school in early childhood/elementary AND in middle level/high school under the direct supervision of an institutional supervisor and a licensed school administrator.

Each candidate for a Professional Administrator License (ProAL) completes a practicum in a public school district or approved private school at the district level under the direct supervision of an institutional supervisor and a district administrator.

Each candidate assembles a portfolio which documents satisfactory performance in the following standards\*: 1) Visionary Leadership; 2) Instructional Improvement; 3) Effective Management; 4) Inclusive Practice; 5) Ethical Leadership; and 6) Socio-Political Context.

\*OAR 584-017-0251 & 584-017-0261