



Principal Induction Program Handbook

2020-2021

Purpose of Induction

The induction program is intended to support Principals in their first three years of school leadership to become successful educational leaders. In the state of Colorado, principals with an initial license must complete an approved induction program in order to apply for a professional license (Code of Colorado Regulations 1-CCR 301-37). NW BOCES is the approved induction provider for East Grand, Hayden, North Park, South Routt, West Grand, Steamboat Springs and Moffat County School Districts.

Goals

The goal of the NW Colorado BOCES principal induction program is to increase access to effective principals for all staff and students in the NW BOCES region, supporting the NW BOCES mission: “Through the cooperative efforts and services of NW BOCES, school districts will improve student achievement and maximize resources.” The induction program will accomplish this goal by:

1. providing the types of supports for principals that have been proven to increase retention including:
 - a. content on the best practices that are most critical to success in the first 3 years of school leadership
 - b. a professional network that includes both veteran colleagues and other new principals, locally and regionally
2. designing and continually refining a program that meets the indicators from the state of Colorado for a high-quality induction program
3. facilitating activities that help new principals to reflect, apply learning, and make continuous progress on a journey toward masterful school leadership

Sources of Support

One of the primary objectives of the induction program is helping new principals develop a network of support and the leadership skills they need to continue to identify and seek out a supportive community throughout their career. Inductees are encouraged to access support through:

- Principal Learning Community
- regional cohort of new principals
- NW BOCES executive director
- superintendents
- regional cohort of principals
- district staff
- assigned mentors
- informal mentors
- CDE resources

Mentoring

Mentors are experienced principals whose job is to guide inductees as they navigate their first years as a principal. A mentor’s job is to help and support a new principal in providing the information they need to be successful or leading them to where they can find this information. Having the support of a strong mentor is critical to helping create and retain high-quality school leaders.

Mentor Selection

Districts are tasked with identifying mentors who will be most supportive to new principals. The process and criteria may vary in each school or district, but in general, a mentor should be an accomplished and experienced principal who understands the context in which the new principal is working (school, grade levels, etc.) and what they may need to be successful in that context.

Support for Mentors

NW BOCES staff will provide support for mentors in two ways:

- 1) There will be at least one session at COLLAB targeted at mentors on the topic of supporting new principals.
- 2) Each quarter, BOCES staff will host a regional webinar on an important topic in coaching and mentoring. These webinars are not required by the BOCES induction program, but districts may choose to require them for their mentors.

Mentoring Requirements

Mentors and inductees are required to meet monthly (or more frequently) during a principal's first year. A principal should continue to have support from a mentor through at least their third year of school leadership, even though this is not a requirement before an induction certificate is issued.

During monthly meetings, mentors should provide support for their mentees by identifying which items in the mentor conversation checklist will be most helpful to the inductee at that time, and discussing any other topics that the mentor or mentee has identified as questions, concerns, or important issues. These topics may be related to school policies, procedures, culture, or events, problem-solving, lesson planning, classroom management, parent relationships, or anything else that will ensure a new teacher feels supported and successful. The mentor conversation checklist contains the minimum requirements for these conversations, and mentors and mentees are expected to go beyond this list.

Induction Program Requirements

In order to be recommended for a professional administrator license, inductees must successfully complete the program requirements, which include:

- Participation in at least 4 of the 6 principal learning communities
- Completion of a school leadership project (prior approval required by the principal's superintendent or immediate supervisor and the NW BOCES Executive Director)
- Participate in quarterly induction check in meetings with the NW BOCES Executive Director
- Meet with assigned mentor frequently - discussion topics will be identified by the mentor and mentee

Principal Learning Communities

The Northwest BOCES facilitates a Principal Learning Community six times per year. Principal induction candidates are required to participate in at least four of the principal learning community events.

School Leadership Project

Each principal induction candidate must research, develop and implement a specific project or program which meets an identified need within their school and/or district. This project or program must meet the following criteria and receive prior approval from their superintendent/supervisor and the NW BOCES Executive Director:

Criteria and Requirements:

- *Based upon at least one of the Colorado Quality Standards for Principals (indicated below)
- *Includes best practices in school leadership
- *Includes research and data to support the purpose, value and outcomes of the project
- *Is applicable and supports their current position and work in their school and/or district
- *completion of a description/reflection essay in June and submitted to the NW BOCES Executive Director
- *participation in an end of project/program conversation with your supervisor/superintendent and the NW BOCES Executive Director



Induction Program Completion Verification

The induction candidate listed has met the following requirements (the party indicated should initial and date next to each x to indicate completion):

	Principal	Mentor	BOCES
Monthly meetings with mentor/mentee	x	x	
Completion of mentor/mentee conversation checklist	x	x	
Submission of description/reflection essay of their school leadership project			x
Submission of artifacts related to their school leadership project			x
Attendance of at least 4 of the Principal Learning Communities			x

Signatures

_____ (name) is recommended for an induction completion certificate and eligibility for professional licensure. **A certificate issued by NW BOCES is required for professional license application.**

Superintendent/Supervisor

Mentor

Principal Induction Candidate

NW BOCES Executive Director

Date: _____

For NW BOCES Office use only

Date induction certificate issued: _____