Site Supervisors serve as the Candidate’s cooperating administrator. The site supervisor must be a New Jersey standard (not provisional) certified School Business Administrator or Superintendent. The supervisor’s or Principals certificate does not qualify one to mentor a School Business Administrator intern. More specifically, the site supervisor’s responsibilities are:

1. Write a letter of recommendation for the candidate/applicant that is included in the applicant’s Thomas Edison State University (TESU) application materials. The letter must include a statement that the School Business Administrator is willing to serve as the candidates’ site supervisor.

2. Facilitate providing the candidate a variety learning opportunities and tasks that address each of the six Interstate School Leaders Licensure Consortium (ISLLC) Standards and the New Jersey Standards: the core Curriculum Content Standards as defined in N.J.A.C. 6A.9-3 and the Professional Standards for School Leaders as defined in N.J.A.C. 6A:9.3-5.
   • Setting a widely shared vision for learning;
   • Developing a school culture and instructional program conducive to student learning and staff professional growth;
   • Ensuring effective management of the organization, operation, and resources for a safe, efficient, and effective learning environment;
   • Collaborating with faculty and community members, responding to diverse community interests and needs, and mobilizing community resources;
   • Acting with integrity, fairness, and in an ethical manner; and
   • Understanding, responding to, and influencing the political, social, legal, and cultural contexts.

3. Over the course of his/her Educational Leadership Program studies, routinely monitor and attest (signature required) that the candidate has completed at least 150 district level internship hours for the School Business Administrator leadership degree comprised of learning opportunities aligned with the ISLLC standards;

4. Throughout the course of the candidate’s program, periodically examine the candidate’s portfolio (artifacts and reflections) and discuss the candidate’s progress in developing his/her portfolio as well as offer suggestions as deemed helpful;

5. Regularly engage the candidate in professional discussions related to the ISLLC standards; and


Site Supervisor Signature: _________________________________________________________  Date: ________

Site Supervisor Printed Name: ____________________________________________________________________

Site Supervisor Phone Number: (_____)_______________  Email Address: __________________________________

INCLUDE THIS SIGNED FORM IN YOUR APPLICATION PACKET.

If you have questions about the Site Supervisor’s responsibilities, please contact:

Cynthia Strain, Assistant Dean

Thomas Edison State University

Heavin School of Arts & Sciences

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