



Master of Arts in Educational Leadership – District Leadership (DL): Site Supervisor General Responsibilities Form

Site Supervisors serve as the candidate's cooperating administrator. The Site Supervisor must be a New Jersey standard (not provisional) certified Superintendent or Assistant Superintendent. The principal certificate does not qualify one to mentor a Superintendent Intern. The Site Supervisor must be on-site at the location of the internship.

Review the terms herein and certify that the administrator is willing to serve as the Candidate's Site Supervisor by signing the statement below.

Administrative Supervisor Responsibilities:

1. Collaborate with the candidate to develop an internship plan for the semester.
2. Ensure school building personnel, central office staff, and members of the Board of Education are aware of the candidate's internship, as appropriate.
3. Supervise the candidate and provide a supportive learning environment by periodically discussing their progress toward completing goals.
4. Act as a coach by sharing experiences, contextualizing events, and connecting the candidate with other members of the leadership team.
5. Provide access to significant and diverse experiences aligned with professional standards.
6. Share honest, constructive feedback to facilitate the candidate's professional growth.
7. Communicate with the TESU mentor and candidate to problem solve concerns when they arise.
8. Sign the internship plan, verify the accuracy of the candidate's log, verify their completion of 300 intern hours at the building leadership level and another 150 hours of internship at the district leadership level.
9. Complete the Site Supervisor Evaluation Survey of Educational Leadership Program Candidates.

As a New Jersey standard certified Superintendent, I have reviewed the responsibilities of the Site Supervisor, and I agree to serve as the Candidate's Site Supervisor.

Candidate Name: _____

Site Supervisor Signature: _____ **Date:** _____

Site Supervisor Printed Name: _____

Site Supervisor Phone Number: _____ **Email Address:** _____

To the applicant:

- Please email this signed and completed form to: gradadmissions@tesu.edu or you can upload it by following the instructions located on: <https://www.tesu.edu/admissions/requirements/graduate.php>.
- If you have any questions about the Site Supervisor's responsibilities, please contact the Heavin School of Social Sciences, Humanities, and Education at: (609) 777-5680 or heavin@tesu.edu.