



COLLEGE OF EDUCATION & HUMAN DEVELOPMENT
LAMAR UNIVERSITY™

Department of Educational Leadership

The Texas Education Code requires Educator Preparation Programs to collect documentation regarding qualifications of site supervisors for principal candidates. In addition, site supervisors must complete site supervisor training prior to the candidate entering their practicum. In the Department of Educational Leadership, our candidates enter their practicum during their first course.

Principal candidates are required to submit the following Assurances of Qualifications for Site Supervisors form, to be completed no later than the first week of their first course, EDLD 5311, by a district level administrator, such as human resources director, assistant superintendent, or superintendent. This form cannot be signed by the assigned site supervisor nor a campus level administrator.

In addition to the meeting all qualifications stated on the assurances of qualifications form, site supervisors must also complete site supervisor training. The training is included in the Site Supervisor Training Handbook, which the principal candidate will deliver to the site supervisor. The site supervisor must sign the signature page at the end of the handbook to verify that the site supervisor training has been completed.

We greatly appreciate your immediate attention to both the documentation and the required site supervisor training to ensure that your employee is able to move forward in the program, be successful in the program, and become an effective leader who will contribute to student achievement in PK-12 school environments. We understand the challenge in getting these requirements completed and submitted and are here to assist you if needed.

Once a district level administrator completes the Assurance of Qualifications for Site Supervisors, please return it to the student. Any questions can be directed to the Department of Educational Leadership at (409) 880-8689.

Thank you in advance for your help and cooperation.

Very truly yours,

Department of Educational Leadership
College of Education and Human Development
Lamar University
P.O. Box 10034
Beaumont, Texas 77710

* *TITLE 19 PART 7 CHAPTER 228 RULE §228.2*

33) Site supervisor--For a practicum candidate, an educator who has at least three years of experience in the aspect(s) of the certification class being pursued by the candidate; who is collaboratively assigned by the campus or district administrator and the educator preparation program (EPP); who is currently certified in the certification class in which the practicum candidate is seeking certification; who has completed training by the EPP within three weeks of being assigned to a practicum candidate; who is an accomplished educator as shown by student learning; who guides, assists, and supports the candidate during the practicum; and who reports the candidate's progress to the candidate's field supervisor.



Assurances of Qualifications for Site Supervisors

_____ (Name of Site Supervisor) will serve as the site supervisor for
_____ (Name of Student) _____ (Student Lamar ID #) and meets
the following TAC requirements on the date this form was signed.

Please select all that apply:

- ☐ The site supervisor holds a valid Texas principal certificate.
- ☐ The site supervisor is currently serving as a principal/assistant principal under a principal contract.
- ☐ The site supervisor has a minimum of three years of experience as a principal/assistant principal.
- ☐ The site supervisor is an accomplished educator as shown by student learning through evaluations, campus/district accountability, or letters of recommendations.
- ☐ The site supervisor will guide, assist, and support the candidate during the practicum.
- ☐ The site supervisor will report the candidate's progress to the candidate's field supervisor.

If you do not have a site supervisor that meets all of the qualifications listed above, please request a waiver by selecting the box below.

- ☐ Our district does not have an individual who meets all of the requirements and are requesting an exception to the site supervisor requirements. Please include justification for requesting a waiver:

I certify that the above information is correct to the best of my knowledge and that I have authority to certify the above information. **Please note that this form can only be signed by the appropriate district level administrator.**

Name

Date Signed

Job Title

Email Address

School Address

School Phone Number

Signature (must be physically signed)

Please print this form to sign on signature line.



**ASSURANCES OF QUALIFICATIONS FOR SITE
SUPERVISORS: FREQUENTLY ASKED QUESTIONS**

- Q** To whom do I need to give the assurance form to fill it out?
- A** *The assurances form must be filled out and signed by a district-level administrator who supervises principals or has access to principals' evaluations. Typically, this is an HR administrator or the superintendent/asst. superintendent. You may fill in the portion that includes your name, your Lamar ID number, and your proposed site supervisor's name, but all of the remaining form must be filled in by the appropriate district administrator.*
- Q** My site supervisor will be the assistant principal on my campus. Can the principal sign the assurances form?
- A** *No. Only a district-level administrator who supervises principals or has access to principals' evaluations can fill out and sign the assurances form (e.g., HR administrators, superintendents, asst. superintendents).*
- Q** How can I find the Site Supervisor Training Handbook to provide to my site supervisor?
- A** *Your professor will show you where to access the Site Supervisor Training Handbook and other important resources and documents for program requirements during the first web conference, which is your class time with the professor.*
- Q** What if I'm an out-of-state student, and my site supervisor does not have a Texas principal certification?
- A** *The district HR administrator or superintendent/asst. superintendent will request a waiver with a brief explanation in the space provided. (ex: The campus is not a Texas campus, and therefore the campus administrator holds a principal certification from this state, not Texas.)*
- Q** Do the years as an asst. principal count as part of the minimum required years of experiences?
- A** *Yes. If your site supervisor has at least three years of combined experience as an asst. principal and/or principal, he/she meets the 3 years of experience requirement.*
- Q** Can an asst. principal serve as a site supervisor?
- A** *Yes.*
- Q** What do I do if the principal and asst. principal(s) on my campus don't have at least 3 years of experience in a principal and/or asst. principal position?
- A** *The district administrator will need to request a waiver with a brief explanation in the space provided.*



Q What if I work at a private or charter school, and the principal/asst. principal doesn't have a principal certification, as it's not required by the school organization?

A *First, make sure your school is a TEA approved campus for the current year. For charter schools accredited by TEA go to this website: <https://tea.texas.gov/accredstatus/>. To check for TEA approval of private schools go to this website: <http://www.tepsac.org/app/index.html#/home>. You must check the accreditation status for the current school year.*

- *If your school is **not** approved by TEA, you will need to conduct your practicum on a different campus that is a TEA approved campus, and you will need to secure a site supervisor on that TEA approved campus.*
- *If your school **is** approved by TEA, your district/school organization administrator will need to request a waiver with a brief explanation in the space provided.*

Q How will I know that the assurances form is approved?

A *The course professor will check the assurances form after the deadline for submission. Once it's approved by the professor, you will see a green check in for the assurances form in the Blackboard course My Grades. You can expect to see the approval appear in My Grades by the beginning of the 2nd week of the course. If there is any reason that the assurances form cannot be approved, the professor will communicate with you with an explanation and instructions on what to do in order to have an approved site supervisor.*

Q If a waiver is requested, how will I know that it's approved?

A *The course professor will check the assurances form after the deadline for submission. Once it's approved by the professor, you will see a green check in for the assurances form in the Blackboard course My Grades. You can expect to see the approval appear in My Grades by the beginning of the 2nd week of the course. **The approval of the form indicates approval of the waiver as well. There will be no additional action required.** If there is any reason that the assurances form cannot be approved, the professor will communicate with you with an explanation and instructions on what to do in order to have an approved site supervisor.*

Q What if I am unable to submit the assurances form by the deadline?

A *We can work with you on the deadline, if necessary, without a grade penalty. However, you will be placed on hold from enrolling in the next course until it this form is submitted and approved.*

Q What if I am unable to secure a site supervisor?

A *You will not be eligible to continue in the program without a site supervisor. You will be placed on hold from enrollment in subsequent courses until and/or unless you are able to secure a qualified site supervisor (see FAQs regarding waivers for site supervisors who don't meet all requirements). This is a Texas Education Agency (TEA) requirement. As our accrediting agency, this requirement applies to all students, **including students outside of Texas.***