



**Master of Arts in Educational Leadership – School Business Administrator (SBA)
Site Supervisor General Responsibilities Form**

Site Supervisors serve as the MAEdL Candidate’s cooperating administrator. The site supervisor must be a New Jersey standard (not provisional) certified School Business Administrator or Superintendent. The Supervisor or Principal certificates do not qualify one to mentor a School Business Administrator candidate. The site supervisor must be on-site at the location of the internship.

Please review the terms herein and certify that you are 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 150 intern hours at the district level and complete the Site Supervisor Evaluation Survey of Educational Leadership Program Candidates.

As a NJ standard certified School Business Administrator or 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 upload it following the instructions at <https://www.tesu.edu/admissions/grad-admissions>.

If you have questions about the Site Supervisor’s responsibilities, please contact us at (609) 777-5680 or heavin@tesu.edu.