

ROLE AND FUNCTIONS FOR LLP STUDENT SUPPORT PERSONNEL

Program Supervisor

The Program Supervisor is a successful district leader who has served or is currently serving as a principal/assistant principal. The program supervisor will work in partnership with the candidate, academic advisor and school mentor to tailor each practicum to the candidate's background and career goals. The program supervisor will meet periodically with the candidate and the district mentor, and observe the candidate periodically throughout the practicum experience.

School Mentor

The School Mentor is the administrator under whom the candidate will participate in his/her practicum at the primary school site.

Academic Advisor

Each candidate will be assigned an advisor. The advisor will maintain regular contact with the candidate, be available for consultation at the classroom training site and conduct periodic meetings with each candidate as they progress through the program of study and final exhibition.

The duties of the advisor include:

- Conduct of the pre-practicum and coordination of observation schedule(s)
- Academic Advisement
- Facilitation of administrative functions of the program. (financial, course credit, matriculation for Degree students and licensure requirements)
- Support and counsel for the student with regard to his/her academic progress and performance
- Coordination between the candidate, course instructor, school mentor and program supervisor.