

## Superintendent Recommendation and Statement of Support

### Supervisor's Recommendation and Statement of Support

#### Applicant to WIU Superintendent Preparation Program

NOTICE: Public Law 93-380, the Family Education Rights, and Privacy Act of 1974 grant all students the right to inspect and review all of their official educational records. This right extends to letters of recommendation written on/after January 1, 1975, except that a student may waive his/her right to inspect and review letters of recommendation by signing a waiver.

WAIVER: I, \_\_\_\_\_, the undersigned, hereby waive any right or privilege

provided by Public Law 93-380 to inspect or challenge the content and comments expressed in this letter of recommendation. I expect that the observations made shall remain confidential between the writer and the person, agency, or organization to whom any credential may be addressed.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Dear Potential Superintendent Candidate Supervisor,

Please review and check the items below.

- I recommend \_\_\_\_\_ (name of candidate) for admission to the WIU Superintendent Preparation Program. In my judgment, this individual has the potential to become highly effective in district-level leadership roles to improve teaching and learning and increase academic achievement and the development of all students.
- I have scored the Application Portfolio that will be submitted by the applicant, using the rubric provided by the superintendent preparation program, and the completed rubric is attached.
- I have met the requirements for the role of Mentor Superintendent, as outlined below.
  - Valid and current administrative certificate endorsed as a superintendent or if in another state, I hold a comparable administrative license.
  - Two years of successful experience as a superintendent.
  - My formal evaluations from my supervisors attest to my district-level leadership experience and qualifications to serve as a mentor.
- I understand that a Mentor Superintendent can have no more than two interns at any time. If I am the only mentor available for a third intern, I will alert the program so that an exception can be requested.
- I have read the WIU Superintendent Internship Handbook, understand the expectations for completing the tutorial for the role of Mentor Superintendent, and am committed to providing adequate experiences, observations, guidance, and assessment in the program's field experiences and internship for this individual. I will assist the intern in arranging to meet the components of the internship listed below.
  - Leadership at all grade levels (i.e. preschool through grade 12) that focus on creating, evaluating, selecting, supervising and monitoring high quality and rigorous curricular, instructional, assessment,

and financial resources designed to increase achievement of students in general education, special education, bilingual education and gifted education settings, and contribute to school improvement.

- Engagement of the candidate in the hiring of teachers, other licensed staff, and non-licensed staff.
- Engagement of the candidate in the supervision and evaluation of teachers, other licensed staff, and non-licensed staff.
- Engagement of the candidate in management and operational activities (e.g. strategic or long-range planning, policies and procedures, budgeting and financial management, and facilities maintenance) that promote efficiency and a safe and healthy environment.
- Engagement of the candidate with administrators, faculty, families, and communities that results in decision-making that has legal and ethical bases.

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Superintendent	Date
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Name of School District	City, State, ZIP
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Please return completed form to:

Admissions Secretary  
Educational Leadership Programs  
Horrabin Hall 115  
Macomb, IL 61455

FAX: 309-298-2222