



# Texas School Ready Project Administrator Letter of Commitment 2017-2018



I \_\_\_\_\_, as the administrator at \_\_\_\_\_  
*Insert administrator name* *Insert name of site*

understand I have a significant responsibility in ensuring the Texas School Ready (TSR) project is successful at my site. I fully support the TSR project and agree to:

1. Attend TSR administrator meetings.
2. Ensure TSR teachers are informed of the requirements of the project.
3. Ensure TSR teachers remain in the targeted classroom for the duration of the project.
4. Replace any teachers who leave in a timely manner and promptly discuss all teacher changes with the TSR coach.
5. Support teachers in the implementation of the TSR project by requiring they complete all assignments by the established due date.
6. Encourage each teacher to make instructional changes based on the coach's recommendations.
7. Ensure a minimum of 3 hours of cognitive instruction occurs daily, using the state-adopted/CLI-approved curriculum, provided materials, and the CIRCLE framework.
8. Support teachers as they provide daily small group instruction based on child progress monitoring assessment web reports.
9. Allow and encourage teachers to use TSR materials, including the Start-Up Kit, School Readiness Kit, etc.
10. Require teachers to complete child progress monitoring assessments by established due dates.
11. Allow require coaching visits, site visits, quality assurance visits, and classroom observation visits by TSR staff and CLI representatives.
12. Provide time (minimum of 30 minutes) outside the classroom for teachers to meet with the coach after each coaching visit.
13. Allow teachers to attend eCIRCLE professional development classes for approximately four hours per month.
14. Collaborate and meet with the TSR coordinator/coach as needed.
15. Be responsible for all TSR materials and ensure they are properly maintained and cared for.
16. Replace or repair any damaged TSR materials in order to ensure they teacher can successfully implement the project.
17. Return all TSR materials to the coach if a TSR teacher leaves the targeted classroom prior to the end of the second year of participation.
18. Absorb the TSR materials (with the exception of progress monitoring tools, such as laptops) into my school inventory once a teacher has successfully completed the required two years of the project.
19. Allow videotaping in the classroom for the purpose of teacher reflection and training.
20. Ensure the University of Texas video consent forms are completed and submitted in a timely manner.
21. Provide accurate and up-to-date classroom enrollment information to TSR staff.
22. Participate in TSR program evaluation requirements such as questionnaires, surveys, etc.
23. Understand eligibility for teacher incentive pay is based on the teacher's current TSR target status and previous participation in the project.
24. Ensure all administrators and teachers at the school have active CLI Engage accounts.

I have read and fully agree to this Letter of Commitment and look forward to participating in the Texas School Ready project. ***I understand my continued participation in TSR is dependent upon successful implementation of the project requirements.***

\_\_\_\_\_  
Administrator Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
TSR Staff Signature

\_\_\_\_\_  
Date