

Sonoma County Office of Education

Preliminary Administrative Services Credential Program



INFORMATION PACKET

2018-19



Sonoma County Office of Education
North Coast School of Education
5340 Skylane Blvd. Santa Rosa, CA 95403
www.ncsoe.org





Preliminary Administrative Services Credential Program Overview

The Sonoma County Office of Education's (SCOE) North Coast School of Education (NCSOE) is offering a state accredited Preliminary Administrative Services Credential Program (PASC). NCSOE's program is designed to prepare future exemplary leaders who embrace the opportunity to grow, innovate, and achieve.

ELIGIBILITY CRITERIA

- An earned teaching or service credential
- Five years of full-time teaching experience completed prior to program conclusion
- Satisfy the Basic Educational Skills Requirement (CBEST or other CTC approved method)

APPLICATION PROCESS

The application process for 2018-2019 cohort begins Spring 2018.

Step 1: Attend an Information Meeting:

- o **Tuesday, January 30th, 2018, 4:30 - 5:30 pm**, SCOE - 5340 Skylane Blvd, Santa Rosa
- o **Wednesday, February 28th, 2018, 4:30 - 5:30 pm**, SCOE - 5340 Skylane Blvd, Santa Rosa
- o **Monday, April 9th, 2018, 5:00 - 6:00 pm**, SCOE - 5340 Skylane Blvd, Santa Rosa

Step 2: Complete and submit an application that includes the following:

- o Application
- o Personal Leadership Statement (*max. 3 pages*)
- o Resume
- o Copy of transcripts (unofficial)
- o Proof of valid teaching/service credential
- o Evidence of satisfying the Basic Skills Requirement (CBEST or other CTC approved method)

Step 3: Attend a group interview

PROGRAM COMPONENTS

- Program is divided into six courses (end-of-course paper required for each course)
- One year of in-class instruction (154 hours), Saturdays (approximately every-other week) 8:30 AM to 4:00 PM (30-minute lunch) at SCOE, Santa Rosa
- Scheduled weekly online Professional Learning Community (PLC)
- Fieldwork for each course (77 hours)
- End-of-Year Leadership Project presentations

END-OF-YEAR LEADERSHIP PROJECT

- Project Proposal is developed collaboratively with the participant, SCOE Regional Director, Faculty Mentor, District Advisor, and peers
- Based on job-embedded leadership practice
- An opportunity to put into action the concepts and standards from the coursework
- Develops leadership skills while meeting a specific district or school site need
- Presented to a panel at the conclusion of the program

PROGRAM SUPPORT

- Full-day orientation session prior to the first course explains key concepts, requirements, and expectations of the program
- Participant Handbook provides details about coursework, fieldwork, online instruction, policies and procedures
- Participants receive assistance and support from Faculty Advisor, District Advisor, Online Coaches, Registrar/Advisor, and Regional Director

CREDENTIAL COMPLETION

Upon successful completion of the coursework for the Preliminary Administrative Services Credential, participants' names will be submitted to the CTC for either the Certificate of Eligibility (COE) or the Preliminary Administrative Services Credential (if the participant has received an offer of administrative employment by a district, verified by the program administration).

COST

Preliminary Administrative Services Credential Program - **\$6,750**

(Cost includes textbooks or kindle and a \$500 non-refundable required deposit upon acceptance into the program, no later than June 21, 2018. The deposit is applied toward the \$6,750.)

Three payment options:

- o **Option 1** - Pay in full; payment due **August 1, 2018** (*check or online credit card*)
- o **Option 2** - Pay in two installments (*checks only*)
First payment due **August 1, 2018**; second payment due **February 1, 2019**
- o **Option 3** - a loan through Community First Credit Union

QUESTIONS?

Contact Regional Director, Patricia Law, Ed.D. at plaw@scoe.org.



Preliminary Administrative Services Credential

Recruitment/Application Timeline

2018-19

January 30, 2018, 4:30 - 5:30 pm February 28, 2018, 4:30 - 5:30 pm April 9, 2018, 5:00 - 6:00 pm	Informational Meetings <i>(attend only one - applications provided)</i>
April 20, 2018	Applications due
April - May 2018	Group Interviews held for potential candidates
May 31, 2018	Announcement of acceptance into program
June 21, 2018	Participant confirms acceptance into program <i>(\$500 deposit due)</i>
August 13, 2018, 9:30 - 11:00 am - OR - August 16, 2018, 3:00 - 4:30 pm	Textbook/Kindle pickup (drop-in)
August 1, 2018	1st payment due
August 25, 2018, 8:30 am - 4:00 pm	Overview/Orientation/Technology Training
September 8, 2018, 8:30 am - 4:00 pm	First day of instruction



NORTH COAST SCHOOL OF EDUCATION PRELIMINARY ADMINISTRATIVE SERVICES CREDENTIAL PROGRAM



COURSE DESCRIPTIONS

Development and Implementation of a Shared Vision

The course provides an opportunity for the candidate to learn to facilitate the development, articulation, implementation, collaboration, and stewardship of a vision of teaching and learning that is shared and supported by the school community.

Instructional Leadership

The course provides an opportunity for the candidate to learn how to ensure the management of the organization, operations, and resources for a safe, efficient, and effective learning environment. The course includes the study and application of organizational theory that reflects effective leadership and management concepts and strategies that contribute to student achievement and the professional participation of all adults in the school community.

Management and Learning Environment

The course provides an opportunity for the candidate to learn how to advocate, nurture, and sustain a school culture and instructional program that is conducive to student learning and staff professional growth. Coursework and fieldwork focus on the implementation of state-adopted academic content standards, frameworks, and instructional materials, as well as assessment and accountability systems.

Family and Community Engagement

The course provides an opportunity for the candidate to learn how to work effectively with families, caregivers, and community members; recognize the goals and aspirations of diverse families; respond to diverse community interests and needs; and mobilize community resources in the service of student achievement. In this regard, the program offers the candidate an opportunity to examine and evaluate their attitudes toward people of different races, cultures, socio-economic status and ethnic backgrounds, and treat them with fairness and respect.

Ethics and Integrity

The course provides an opportunity for the candidate to examine, practice, and model a personal code of ethics, including protecting the rights and confidentiality of students, staff, and families. The course provides an opportunity for the candidate to practice professional leadership capacity involving stakeholders such as leadership teams, unions, and other organizations, and fosters their skills in shared decision-making, problem solving, and conflict management. The course provides an opportunity for the candidate to examine site and district responsibilities with regard to students with special needs. The course develops each candidate's ability to effectively act as a spokesperson for the school to the extended school community. The candidate has multiple opportunities to model personal and professional ethics, integrity, justice, and fairness and receive feedback from the course instructor and peers; reflect on personal leadership beliefs and practices and recognize their impact and influence on the performance of others; and develop mechanisms for sustaining personal motivation, commitment, energy, and health by learning to balance professional and personal responsibilities.

External Context and Policy

The course provides an opportunity for the candidate to learn about political, societal, economic, legal, and cultural influences on schools. By augmenting the candidate's knowledge of these interconnections, the program develops the candidate's ability to understand, respond to, and influence the larger political, social, economic, legal, and cultural context of schools and leadership. The course content should provide opportunities for the candidate to practice both team leadership and team membership so that the candidate can effectively generate and participate in communication with key decision-makers in the school community. The candidate has an opportunity to learn how to view himself or herself as a leader of a team and as a member of a team by engaging in coursework and fieldwork that provide opportunities to both lead and work collaboratively.

To view the California Professional Standards for Education Leaders (CPSEL), visit CTC at www.ctc.ca.gov/docs/default-source/educator-prep/standards/cpsel-booklet-2014.pdf.



NORTH COAST SCHOOL OF EDUCATION



PRELIMINARY ADMINISTRATIVE SERVICES CREDENTIAL PROGRAM APPLICATION 2018-19

ELIGIBILITY

- Possess a valid California Teaching Credential and/or Service Credential
- Minimum of four full-time years of experience in your credentialed area
- Satisfy the Basic Skills Requirement (CBEST or other CTC approved method)

SUBMISSION CHECKLIST

- Completed Application Packet
- Personal Leadership Statement (see Application Item #6)
- Resume
- Copy of Transcripts (unofficial)
- Proof of valid California Teaching Credential and/or Service Credential
- Evidence of satisfying the Basic Skills Requirement (CBEST or other CTC approved method)

APPLICATION PROCESS

1. All application materials listed above must be submitted by the posted deadline.
Application packets may be mailed or emailed to:

Attn: Registrar/Advisor, Yesenia Rivas-Suarez
North Coast School of Education
Sonoma County Office of Education
5340 Skylane Blvd
Santa Rosa, CA 95403

yrivassuarez@scoe.org

2. Attend a group interview with Preliminary Administrative Services Credential Program faculty (scheduled April – May).
3. Recommendations are handled by the Preliminary Administrative Services Credential Program.

QUESTIONS?

Email Regional Director, Patricia Law, Ed.D. at plaw@scoe.org.

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PRELIMINARY ADMINISTRATIVE SERVICES CREDENTIAL PROGRAM APPLICATION 2018-19

1. PERSONAL INFORMATION

First Name: _____ Last Name: _____

Previous Last Name (if applicable): _____

Home Address: _____

City: _____ State: _____ Zip: _____

Home Phone: () _____ Cell Phone: () _____

Email: _____

2. PROFESSIONAL INFORMATION

Job Title: _____

School District/Organization: _____

Superintendent/Director: _____ Email: _____

Total Years of Teaching Experience: _____

School Address: _____

City: _____ State: _____ Zip: _____

Work Phone: () _____

Work Email: _____

Preferred Email for Ongoing Communication: _____

3. EDUCATIONAL BACKGROUND

List the degrees you have earned:

Degree	Date	Institution
1.		
2.		
3.		
4.		
5.		

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3. EDUCATIONAL BACKGROUND continued...

List the California Credential(s) you hold (use exact title):

- 1. _____
- 2. _____
- 3. _____
- 4. _____
- 5. _____

4. PHOTO RELEASE PERMISSION

During the course of the year, NCSOE may be taking photos of participants. By signing the statement below, you give NSCOE and SCOE permission to use your picture for promotional and educational purposes:

I give authorization and consent for the North Coast School of Education (NCSOE) and the Sonoma County Office of Education (SCOE) and organizations and/or associations connected with SCOE to use my photograph(s), video camera recordings, and interview comments for educational and/or promotional purposes. I understand that these items may be distributed to individuals, groups, and the news media and published in, but not limited to, advertisements, news releases, and/or newsletters, slide shows, video presentations, and the World Wide Web. I waive any right to inspect or approve of the finished photograph(s), video camera recordings, and interview comments.

Signature: _____ Date: _____

5. PERSONAL LEADERSHIP STATEMENT

Please attach a personal statement (12-point font, double-spaced, max. 3 pages), describing your leadership characteristics and sharing what role these characteristics would play in leading a school.