

Preliminary Administrative Services Credential Program
(PASC)

District Advisory Agreement
2018-19

Candidate's Name: _____ District: _____

District Advisors are selected by each candidate for their expertise and ability to provide access to leadership opportunities at the school or district. The District Advisor supports two key aspects of the Preliminary Administrative Services Credential Program; fieldwork and a Leadership Project.

Course Specific Fieldwork: Each course is designed with accompanying fieldwork assignments that help candidates extend and apply their learning to the real world of school administration and prepare them for taking the CalAPA. Fieldwork assignments include shadowing and interviewing active administrators, facilitating communities of practice, examining school/district specific data and documents, and observing and critiquing instruction.

Leadership Project (Extended Fieldwork): Candidates also have an extensive fieldwork assignment in the form of the Leadership Project. The purpose of the Leadership Project requires candidates to apply theoretical learning to practice over an extended period of time. In the fall, each candidate begins by researching issues and talking to their site, district, or other local administrator about problems or needs that might form the basis of a year-long project or study in which the candidate can take a leadership role. Candidates ask an experienced and current district administrator to serve as their District Advisor and identify one or two potential topics for their project. Each candidate writes a project proposal that is reviewed and approved by the District Advisor and the PASC Program Director.

Proposals include:

- Description of the need for the project
- CAPEs that will be demonstrated during implementation
- Candidate's specific leadership role
- Data and artifacts that will be collected
- Anticipated outcomes
- Detailed reflection and self-assessment of the leadership strategies utilized during the project and lessons learned

Leadership Projects must place the candidate in a significant and active leadership role with other adults. The District Advisor provides feedback throughout the project planning and implementation, and facilitates access to the groups, data, resources, etc. needed to successfully complete the project.

At the end of the year, each candidate prepares and presents a 30 minute professional presentation on their project to a panel of veteran administrators.

Key roles of the District Advisor:

- Assist the candidate by providing access to district personnel, documents and resources needed for fieldwork (administrators, budget, LCAP, safety plan, etc.).
- Advise the candidate in the development and implementation of a Leadership Project.
- Provide knowledge and assistance as it relates to the candidate's growth and development toward successful completion of the program.

District Advisor Name: _____ Title: _____

Email: _____ Phone: () _____

I accept the role of District Advisor for the 2018-2019 year.

District Advisor Signature: _____ Date: _____