

Sonoma County Office of Education's North Coast School of Education

Preliminary Administrative Services Credential Program



INFORMATION PACKET

2019-20



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



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) offers 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 (*at least four years upon entry into the program*)
- Satisfy the Basic Educational Skills Requirement (CBEST or other CTC-approved method)

APPLICATION PROCESS

The application process for 2019-20 cohort begins Spring 2019.

Step 1: Attend an Information Meeting:

- o **Tuesday, February 12th, 2019, 4:00 - 5:00 pm**, SCOE - 5340 Skylane Blvd, Santa Rosa
- o **Thursday, February 28th, 2019, 4:00 - 5:00 pm**, SCOE - 5340 Skylane Blvd, Santa Rosa
- o **Thursday, April 11th, 2019, 4:30 - 5:30 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 in Santa Rosa
- Weekly online Learning Seminars, pre-scheduled
- Fieldwork for each course (77 hours)
- End-of-Year Project presentation
- California Administrator Performance Assessment (CalAPA) (embedded in coursework)



END-OF-YEAR PROJECT

- Project summary 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
- An opportunity to reflect on the learning and the transition to site administrator and the CalAPA.
- 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 and any of the program requirements, 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 and a \$500 non-refundable required deposit due upon acceptance into the program, no later than June 21, 2019. The deposit is applied toward the \$6,750.)

Three payment options:

- o **Option 1** - Pay in full; payment due **August 1, 2019** (check or online credit card)
- o **Option 2** - Pay in two installments (checks only)
First payment due **August 1, 2019**; second payment due **February 1, 2020**
- o **Option 3** - a loan through Community First Credit Union

QUESTIONS?

Contact Regional Director, Patricia Law, Ed.D. at plaw@scoe.org or (707) 524-2854.



Preliminary Administrative Services Credential

RECRUITMENT/APPLICATION TIMELINE

2019-20

February 12, 2019, 4:00 - 5:00 pm February 28, 2019, 4:00 - 5:00 pm April 11, 2019, 4:30 - 5:30 pm	Informational Meetings <i>(attend only one - applications provided)</i>
April 19, 2019	Applications due
April - May 2019	Group Interviews held for potential candidates
May 20, 2019	Announcement of acceptance into program
May 31, 2019	Participant confirms acceptance into program <i>(\$500 deposit due)</i>
August 1, 2019	1st payment due
August 24, 2019, 8:30 am - 4:00 pm	Overview/Orientation/ Technology Training
September 7, 2019, 8:30 am - 4:00 pm	First day of instruction



Preliminary Administrative Services Credential Program

COURSE DESCRIPTIONS

Development and Implementation of a Shared Vision - EDA 631 provides an overview of the role of the leader in developing and implementing a shared vision of learning and growth for all students. Credential candidates will learn how to use multiple measures of data to shape a collective vision that is focused on equitable access, opportunities and success for all students. They will also learn to engage others in a collaborative process to develop a vision of teaching and learning that is shared and supported by all stakeholders, as well as, how to guide and monitor decisions, actions, and outcomes in light of the vision and goals.

Instructional Leadership - EDA 632 provides an understanding of how leaders shape a collaborative culture of teaching and learning informed by professional standards and focused on student and professional growth. Credential candidates will learn how to promote and support the implementation of standards, pedagogical skills, effective instructional practices, and student assessments through the promotion of a culture that engages staff in individual and collective professional learning and results in continuous improvement and high performance. Candidates will learn how to develop and use assessment and accountability systems to monitor, improve and extend educator practice, and achieve program outcomes and student learning. Candidates will learn how to look at student work in a PLC environment.

Organization and Systems Leadership - EDA 633 prepares new leaders to understand and manage the complex interactions of all school systems in order to promote teaching and learning and systemic school improvement. This course will emphasize the importance of appropriate use of data for needs identification and ongoing progress monitoring, theories and best practices in school improvement, and the broad and integrated use of resources. The course will cover operations and facilities; budgeting and resource alignment; human resources; and safe, respectful and equitable learning environments.

Working with Diverse Families and Communities - EDA 634 provides an understanding of the educational leader's role in collaborating with families and other stakeholders to address diverse student and community interests and needs. Credential candidates will learn how to meaningfully involve all parents and families, including underrepresented communities, in student learning and programs. They will learn how to establish community partnerships and leverage and integrate community resources and services to meet the varied needs of all students. Candidate will understand the principles of equity and diversity and learn to identify and eliminate discriminatory practices and personal and institutional biases. Candidates will also learn how to develop a needs assessment survey, a school climate survey, and a robust School/Family Involvement Policy.

Professional Growth and Personal Ethics - EDA 635 provides an understanding of the value of lifelong learning and job-related professional growth and the importance of leaders modeling and behaving in ways that demonstrate professionalism, ethics, integrity, justice and equity. Credential candidates will learn how to hold staff to high ethical standards, help teachers improve professional practice, and facilitate a variety of professional and personal growth opportunities for faculty, staff, parents and other members of the school community.

Political, Social and Legal Understanding - EDA 635 provides an understanding of the broader political, social and legal influences on education. Credential candidates will learn about federal, state, and local laws, regulations, and guidelines related to public schools; state funding and budget development, student and staff rights; procedures for disciplining students and staff; collective bargaining; record keeping and privacy. Candidates learn how education leaders influence political, social economic, legal and cultural contexts affecting education to improve education policy and practices.



NORTH COAST SCHOOL OF EDUCATION



PRELIMINARY ADMINISTRATIVE SERVICES CREDENTIAL PROGRAM APPLICATION 2019-20

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.

Sonoma County Office of Education

North Coast School of Education • 5340 Skylane Blvd. Santa Rosa, CA 95403

www.ncsoe.org

rev. 2019



NORTH COAST SCHOOL OF EDUCATION



PRELIMINARY ADMINISTRATIVE SERVICES CREDENTIAL PROGRAM APPLICATION 2019-20

1. PERSONAL INFORMATION

First Name: _____ Last Name: _____

Previous Last Name (if applicable): _____

Home Address: _____

City: _____ State: _____ Zip: _____

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

Email: _____

SSN: _____ DOB: _____

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.		

Sonoma County Office of Education

North Coast School of Education · 5340 Skylane Blvd. Santa Rosa, CA 95403

www.ncsoe.org
rev. 2019

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 year, SCOE/NCSOE may take photos and videos of participants, faculty, or staff to be used for educational and/or promotional purposes. Please check one of the following:

I give authorization and consent for SCOE/NCSOE to use my name, photograph(s), video recordings and interview/survey comments for educational and/or promotional purposes. I understand that these items may be distributed to individuals, groups, news reporters/stations, through (but not limited to) social media, published advertisements, news releases, electronic communications, newsletters, slideshows, video presentations, NCSOE's website, and in professional development materials. I waive my right to inspect or approve of the finished product.

Please do not use my photograph, video recordings, or interview/survey comments. When a NCSOE authorized photographer is present, I understand that it is my responsibility to inform the instructor/presenter, NCSOE staff member and/or photographer that I do not wish to have my photograph or video-likeness recorded.

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.