Sonoma County Office of Education
North Coast School of Education

PRELIMINARY ADMINISTRATIVE SERVICES CREDENTIAL PROGRAM

INFORMATION PACKET
2020 – 2021

PROGRAM OVERVIEW

The Sonoma County Office of Education's (SCOE) North Coast School of Education (NCSOE) offers a one-year state accredited **Preliminary Administrative Services Credential Program (PASC)**. PASC is designed to provide educational leaders with the theoretical framework and field work to become administrators through a job-embedded experience that also prepares them to take the state-required CA Administrator Performance Assessment (CalAPA).

Eligibility Criteria

- Possess a valid teaching or services credential
- Have 4 to 5 years of experience in credential area prior to completing the program
- Show evidence of satisfying the Basic Skills Requirement (CBEST or other CTC approved method)

Program Components

- Support and guidance from a Faculty Mentor and District Advisor
- 154 hours of face-to-face instruction (22 Saturdays/7 hours each class)
- Prescheduled online learning seminars
- 77 hours of course specific fieldwork
- California Administrator Performance Assessment (CalAPA) embedded coursework
- Master's degree option available through partner universities

CalAPA Requirement

- Assessment work is embedded within the PASC coursework and online learning seminars.
- Faculty Mentors are available to support CalAPA work.
- Submission work is supported by peer review.
- Passing score is required prior to earning a Preliminary Administrative Services Credential or Administrative Certificate of Eligibility.
- All cycles must be submitted so that scores can be received prior to June 30th.

Credential Eligibility

Upon successful completion of the PASC coursework and program requirements, participants will be recommended for either a Certificate of Eligibility (COE) or a Preliminary Administrative Services Credential* through the Commission on Teacher Credentialing.

*If the participant has received an offer of administrative employment by a district that has been verified by program administration.

PASC Program Fee: $6,750

(Fee includes textbooks and a $500 non-refundable required deposit due upon acceptance into the program. The deposit is applied toward the $6,750 program fee.)

Payment Option	Due Date
Pay in Full (check or online credit card)	August 1, 2020
Pay in two Installments (checks only)	• 1st payment due August 1, 2020 • 2nd payment due February 1, 2021
Obtain a loan through Community First Credit Union	August 1, 2020

Questions

Contact Executive Director, Jason Lea: jlea@scoe.org or (707) 524-2814

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, efective 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 636 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.

ENROLLMENT TIMELINE

Session Options: • **February 11, 2020** • **March 3, 2020** • **March 23, 2020** • **April 8, 2020** All sessions are from 4:30 – 5:30 pm	Informational Meetings *Attend only one session* *Applications provided during session*
May 1, 2020	Application due
April – May, 2020	Group interviews *For potential candidates*
May 22, 2020	Announcement of program acceptance
June 5, 2020	Participant confirms acceptance into program $500 deposit due
August 1, 2020	1st payment due
August 8, 2020 8:30 am – 4:00 pm	Overview, orientation, technology training
August 15, 2020 8:30 am – 4:00 pm	First day of instruction

APPLICATION INSTRUCTIONS

2020 - 2021

SUBMISSION CHECKLIST

- ☐ Completed Application Packet
- ☐ Personal Leadership Statement (Application Item #5)
- ☐ Resume
- ☐ Copy of Transcripts (unofficial)
- ☐ Valid California Teaching Credential and/or Service Credential (verified with SSN and DOB)
- ☐ Evidence of satisfying the Basic Skills Requirement (CBEST or other CTC approved method)

APPLICATION PROCESS

1. Attend an Information Meeting.
   (For date options, see the Enrollment Timeline. To register, visit the NCSOE website.)
2. Submit all materials listed in the Submission Checklist by **May 1, 2020.**
   Application packets may be mailed to:

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

3. Attend a group interview with Preliminary Administrative Services Credential Program staff.
   (Scheduled April – May)
4. All applicants will be notified of program decision by **May 22, 2020**.

QUESTIONS?

Email Executive Director, Jason Lea at jlea@scoe.org.

PROGRAM APPLICATION

1. PERSONAL INFORMATION

First Name: _____ Last Name: _____

Previous Last Name (if applicable): _____

Home Address: _____

City: _____ State: _____ Zip: _____

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

Preferred Email: _____

SSN: _____ DOB: _____

2. PROFFESSIONAL INFORMATION

Job Title: _____

Total Years of Teaching Service: _____

School District/Organization: _____

School Address: _____

City: _____ State: _____ Zip: _____

Work Email: _____

Superintendent/Director: _____ Email: _____

3. EDUCATIONAL BACKGROUND

List the degrees you have earned:

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

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