



Leadership Institute of Riverside County Clear Administrative Services Credential Program Coach Job Description

The CASC Coach is responsible for providing differentiated coaching support for new administrators seeking the Clear Administrative Services Credential. This includes supporting the candidate in developing the knowledge and skills necessary to implement district/site priorities during his/her transition to the administrative role.

Coaching Responsibilities and Activities

- ✓ Be conversant with the California Professional Standards for Educational Leaders (CPSELs).
- ✓ Attend program orientation to collaborate with the candidate.
- ✓ Meet with candidate and candidate's supervisor to complete the Individual Induction Plan (IIP), including two SMART Goals, based on the results of the RCOE Self-Assessment of Leadership Skills (based on CPSELs) and the local context of the candidate's position. Determine the actions needed to accomplish the goals, professional development to access, timelines, artifacts to be used as evidence of success, and how/when progress will be monitored.
- ✓ In order to receive an annual stipend of \$1,500 you must meet with the candidate monthly for 3-4 hours to provide a minimum of **40 hours per year** of individual coaching on goals and actions defined in the IIP. This includes at least one face-to-face meeting monthly and regular contact by phone, email, and other online venues. **20 hours of the coaching must be face-to-face.** Typical in-person coaching may include observing candidates as they conduct teacher observations, facilitate meetings (e.g., faculty, School Site Council, and School Leadership Team meetings), oversee collaborative team meetings, and engage in classroom walk-throughs and school culture analysis. It may also include problem-solving and joint planning sessions.
- ✓ Respond to all candidate inquiries within 24 hours to ensure timely support.
- ✓ Keep a log of support to be included in the candidate's portfolio.
- ✓ Assist the candidate in monitoring his/her progress on goals in the IIP at agreed-upon times.
- ✓ Attend 4 Network Meetings with candidate yearly and be prepared to facilitate small group discussions and activities.
- ✓ Ensure that candidates are well versed in district safety procedures.
- ✓ Connect candidate with services at RCOE such as special education, alternative education, school safety, student services, etc. as the need may arise.
- ✓ Access opportunities to shadow veteran coaches when newly assigned as a coach, or provide "coaching the coach" experiences to new coaches after becoming a veteran coach.

Minimum Requirements:

- ✓ Master's degree from an accredited institution.
- ✓ Demonstrated experience in teaching, supervision, curriculum, instruction, and collaborative processes.
- ✓ Five years administrative experience, including service as a principal and/or district or county level administrator.
- ✓ Possession of a current California Clear Administrative Services credential.
- ✓ Participation in coaching training provided by CASC.
- ✓ Availability to provide weekly support (phone, email, Skype, etc.) with at least one face-to-face contact monthly.

Knowledge, Skills, and Abilities:

- ✓ Willingness to build capacity in others.
- ✓ Ability to develop rapport and a trusting relationship with the candidate.
- ✓ Ability to balance challenge with support for the candidate.
- ✓ Skill in meditative questioning.
- ✓ Demonstrated knowledge and skill in CPSELs

Application Requirements:

- ✓ Complete application form detailing administrative positions and the contexts of the administrative assignments; complete short essay questions regarding unique experiences or settings.
- ✓ Submit a resume and two references.

Interviews may be conducted and references checked.

Retention of coaches will be determined by several criteria:

- ✓ Finding the "right fit" between trained coaches and candidates, determined by alignment of administrative contexts, including grade levels (primary, elementary, middle, high school), district/community types (urban, rural, suburban), and school types (comprehensive, alternative, specialized program), as well as geographic proximity.
- ✓ Review of the evaluations of coach effectiveness from Focus Group Interviews and the Coach Effectiveness Survey. Qualities evaluated include:
 - Willingness to build capacity in others.
 - Ability to develop rapport and a trusting relationship with the candidate.
 - Ability to balance challenge with support for the candidate.
 - Skill in meditative questioning.
 - Demonstrated knowledge and skills in CPSELs.
 - Availability to provide a minimum of 40 hours of one-to-one coaching per year.

If there are concerns about a coach's performance, the Director of CASC will meet individually with the coach to discuss the concerns. At this time, additional training, an improvement plan, reassignment, or release from the program may be recommended by the Director.