



Acknowledgement and Agreement to the Role and Responsibilities of the CASC Coach

- _____ I have read and agree to fulfill the duties of a CASC Coach as described in the CASC Coach Job Description, and I am committing to two program years per candidate.
- _____ I understand the time commitment involves making regular contact with a beginning administrator and calendaring at least one face-to-face monthly meeting as well as other contact via phone, email, or other online venue. This will involve a **minimum** of 40 hours per year per candidate, of which 20 hours must be face-to-face.
- _____ I also understand the time commitment to attend the following meetings for each candidate you coach: CASC Program Orientation, all scheduled Coach Meetings, plus the Individual Induction Plan Reflection/Presentation meetings at the end of each year. You are only required to attend InsideOut Coaching one time.
- _____ I understand that my annual stipend of \$1,750 per candidate for being a CASC Coach may be reduced by \$150 for any meeting that is missed.
- _____ I agree to help my candidate keep his/her portfolio updated according to the CASC Portfolio Requirements Due Dates.
- _____ I understand that I am to maintain the Coaching Log of all coaching contacts with my candidate(s) and to complete a Face-to-Face Coaching Log for each face-to-face session, uploading all logs to my candidates' portfolio.
- _____ I agree to respond to all phone or email correspondence from CASC candidates or CASC program staff within 48 hours to ensure appropriate support and communication.
- _____ I understand that any photographs and/or video during the coaching sessions become the property of the Riverside County Office of Education and may be included in promotional materials.
- _____ I also understand that continuation as a coach is dependent upon coaching effectiveness as measured by candidate surveys, attendance at all required meetings, and the successful completion of all coaching duties.
- _____ I have read the above release statements and agree to the content.

Printed Coach Name

Signature of CASC Coach

Date

Signature CASC Director

Date