



## Leadership Institute of Riverside County Preliminary Administrative Services Credential

### **Roles and Responsibilities of Site Administrator (Fieldwork Supervisor Partnership Agreement)**

*As the direct supervisor of a candidate enrolled in the Riverside County Office of Education (RCOE) Preliminary Administrative Services Credential (PASC) Program, you will automatically serve as the candidate's fieldwork supervisor. It is critical that you know and understand the fieldwork requirements for your candidate as they will of necessity be fulfilling those requirements at your site.*

\_\_\_\_\_ Attend a brief Zoom session near the beginning of the candidate's program to review what your role as a site administrator/fieldwork supervisor means.

\_\_\_\_\_ Support the enrollment of the credential candidate in the RCOE PASC Program.

\_\_\_\_\_ Assist the credential candidate in identifying opportunities to conduct in-field leadership observations with the criteria defined by the RCOE PASC Program.

\_\_\_\_\_ Assist the credential candidate in identifying opportunities to complete each substantive fieldwork assignment associated with each course of the RCOE PASC Program, including the California Administrator Performance Assessment (CalAPA) Leadership Cycles.

\_\_\_\_\_ Monitor the credential candidate's leadership roles during fieldwork assignments and verify that all aspects of the assignment have been completed.

\_\_\_\_\_ Communicate with Program Director regarding concerns or candidate needs that the program staff needs to address to ensure candidate competence as defined by the RCOE PASC Program.

\_\_\_\_\_ Complete the Confidential Fieldwork Supervisor Evaluation for the candidate and the Annual Program Survey for Administrators.

\_\_\_\_\_ Participate in the Final Presentations of candidates under your supervision.

Name (Please print) \_\_\_\_\_

District \_\_\_\_\_

School \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

Candidate Name \_\_\_\_\_