



## Year 1 CASC Program Timeline

Year1	Activity
August	<ul style="list-style-type: none"> <li>• Candidate completes and clears eligibility requirements through Human Resources.</li> </ul>
September	<ul style="list-style-type: none"> <li>• Candidate and Coach participate in Orientation to Induction Meeting. The purpose of the meeting is to clarify program expectations.</li> <li>• Candidate and Administrator Coach sign MOU at orientation.</li> <li>• Candidate is assigned an Administrator Coach.</li> <li>• Candidate begins coaching (40 hours per year) Coach completes Coach Communication Record after each visit.</li> </ul>
First 2 Months in Program	<ul style="list-style-type: none"> <li>• The Program Self-Assessment is to be completed by the Candidate and the Administrator Coach at the beginning of the program to provide a baseline data and to inform the Individual Induction Plan for the Candidate. (Copy of assessment can be found in program handbook).</li> <li>• Candidates schedules a meeting with Superintendent to review goals, action plan, and outcomes.</li> <li>• Begin Inquiry Research Project (Planning)</li> </ul>
Throughout Year	<ul style="list-style-type: none"> <li>• Candidate participates in 20 hours of professional development in support of the IIP goals and all six CPSEL areas. Professional development may include: professional reading with application, conferences, district staff development or County Office professional development. (See Menu of Options for suggested topics).</li> <li>• Candidate completes professional development reflection forms and uploads into e-portfolio</li> <li>• Administrator Coach completes Inquiry research Project Observations (6 per year) candidate uploads paperwork to portfolio</li> <li>• Candidate completes post-observation record</li> <li>• Candidate and Coach review IIP and complete the Progress Monitoring Document</li> </ul>
December	<ul style="list-style-type: none"> <li>• Mid-Year Coaching Check with Candidate and Administrator Coach.</li> <li>• On-going dialogue, and communication between Administrator Coach and Candidate to monitor progress of the IIP goals and action plans, and adjust plan as needed.</li> </ul>
April	<ul style="list-style-type: none"> <li>• Candidate works with Coach to review progress of artifact collection for Portfolio.</li> </ul>
May	<ul style="list-style-type: none"> <li>• Portfolio artifacts (3-4 per goal) for Year 1 collected.</li> <li>• Candidate and Coach review IIP and complete the Progress Monitoring Document</li> </ul>



## Year 1 CASC Program Timeline

	<ul style="list-style-type: none"><li>• Candidate schedules a meeting with Superintendent to discuss progress towards professional growth goals, CPSELs, evidence/artifacts, and outcomes.</li></ul>
June	<ul style="list-style-type: none"><li>• Professional Development Log &amp; Coaching Log due.</li><li>• Reflection is revised and finalized.</li></ul>