



Hanford Elementary School District  
*Induction Program*

Program Completion Requirements

During the two-year HESD CASC program, candidates will collect evidence of their progress and the satisfaction of specific requirements. The items below are required to be collected in the CASC electronic portfolio:

- Completed ILPs demonstrating successful progress on identified goals as measured by program assessments, observations, and collaborating coaching logs.
- Coach/Candidate contact logs demonstrating contact between coach and candidate for a minimum of four hours monthly each year. The program requirement is a minimum of 80 coaching hours.
- Coach observations and feedback
- Two self-selected inquiry-based projects that demonstrate growth in job-embedded leadership competencies (CPSEL).
- Candidate self-assessment over the course of the two years of induction, using the Descriptions of Practice for each of the CPSELS, indicating growth over time.
- Professional Development log that indicates 120 hours of PD over the course of the two-year program. (coach/candidate contact, collaboration with cohort, self-selected and required professional development seminars)
- Submission of a Progress Monitoring document.
- Submission of the Program Completion Rubric.
- Attendance to Orientation to Induction session in year 1.
- Attendance to end-of-year session in each year.
- Recommendation and sign-off from the program director.
- Participate in a Portfolio Oral Presentation to a panel of members that includes: CASC Program Director and other district administrators prior to exiting the program and a minimum “Proficient/Evidence” of accomplishment and leadership” on the summative assessment by the panel using the Oral Presentation Rubric.

The portfolio will be reviewed by the candidate and their coach twice each year to ensure completion. In addition to the elements outlined above, the candidate must demonstrate administrator competence to merit recommendation for the Clear Administrative Services Credential. Candidates must demonstrate mastery of the CPSELS through evidence provided on the program assessments, goal attainment on the ILPs, observations, coach recommendations, and self-assessments with reflections. At the end of the two years, only those candidates who have demonstrated competence, per the Program Completion Rubric, will be recommended for their Professional Clear Credential by the Program Director. It is the expectation of the HESD CASC program that all candidates, at a minimum meet or exceed standard practice on all components of the CPSELS.