Overview

Complete the Clear Administrative Services Credential in Two Years

This induction program takes place over two years which includes one-on-one coaching with a skilled administrator, an individualized learning plan, professional and personalized learning opportunities, and a culminating portfolio representing two years of leadership development based upon the California Professional Standards for Educational Leaders (CPSEL).

Candidates need to possess a California Preliminary Administrative Services Credential and show proof of employment in an administrative position requiring the credential. State law requires a candidate to enroll in a Clear Administrative Program within 120 days of starting an initial administrative position.

A Job-Embedded Coaching Program

The Merced County Office of Education offers CASC-ADMIN KEYS as a Professional Clear Administrative Services Credential Program. This is a job-embedded, site-based, individualized coaching program as an approved pathway by The California Commission on Teacher Credentialing (CTC) Program.

Merced County Office of Education
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ADMIN KEYS

Steve M. Tietjen, Ed.D.
County Superintendent of Schools

Rae Ann Jimenez
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### Program Elements

**California Professional Standards for Education Leaders**

**Elements and Indicators**

1. **Development and Implementation of a Shared Vision**
   - Student-Centered Vision
   - Developing a Shared Vision
   - Vision Planning and Implementation

2. **Instructional Leadership**
   - Professional Learning Culture
   - Curriculum and Instruction
   - Assessment and Accountability

3. **Management and Learning Environment**
   - Operations and Facilities
   - Plans and Procedures
   - Climate
   - Fiscal and Human Resources

4. **Family and Community Engagement**
   - Parent and Family Engagement
   - Community Partnerships
   - Community Resources and Services

5. **Ethics and Integrity**
   - Reflective Practice
   - Ethical Decision-Making
   - Ethical Action

6. **External Context and Policy**
   - Understanding and Communicating Policy
   - Ethical Decision-Making
   - Ethical Action

### Requirements:

**Administrative Program Assessment Survey**
The results of the assessment inform the development of the Individualized Learning Plan.

**Individualized Learning Plan (ILP)**
Candidates complete an Individualized Learning Plan (ILP) comprised of goals and action plans based upon the six Professional Standards.

**Professional Learning Hours**
Candidates are responsible for completing and documenting evidence of 12 hours of professional development plus 8 hours of cohort networking meetings with other candidates.

**Collaborative Coaching Log**
Candidates meet with an assigned administrator coach a minimum of four hours a month and complete a coaching log. Coaching sessions are confidential and provide job-embedded support.

**CPSEL Attainment Reflections (CAR)**
Candidates complete a written reflection regarding each CPSEL goal contained in the ILP.

**Portfolio Exhibition**
Candidates participate in an exit interview showcasing a portfolio of their work. Upon approval, Merced COE validates the completion of the CASC-ADMIN KEYS program and assists the candidate in obtaining the Clear Administrative Services Credential.

### Q&A

**What is the cost of the program?**
The program costs $8,000 ($4,000 for each of the two years). There are payment options, please contact the program administrator for complete details.

**How is my coach selected?**
Qualified coaches are matched to candidates by experience and, if possible, geographical proximity. Additional coaches with specific expertise may be contacted for additional support.

**What if I change jobs in the middle of the two years?**
A candidate’s ILP can be revised if jobs or job contexts change.

**Whom do I contact for more information?**
Contact Rae Ann Jimenez at rajimenez@mcoe.org or download an application at mcoe.org.

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