



Santa Barbara County Education Office Clear Administrative Services Credential Program



Request for Coach or Candidate Reassignment Policy

Policy:

While it is rare, a coach/candidate mismatch may happen. If at any time the match between the administrator candidate and the coach is perceived as unsuccessful for any reason, this match may be revised. We encourage the concerned party to consider how the relationship may be improved or repaired prior to requesting a new partner coach or candidate.

Procedures:

1. Prior to submitting a request, please reflect on why the mismatch may be occurring. Is it related to differing communication styles that can be worked through? Is it a matter of differing personalities or preferences, or is it something more serious? Is the coach unavailable to meet with you, or do you feel uncomfortable or unsafe in your communications with your candidate? All of these can guide next steps for finding a solution.
2. In general, it is the responsibility of the participants to inform the program of a mismatch. On rare occasions, coaches who are not able to complete their duties may be removed by the district and/or at the request of the Program Director to allow for a more appropriate and available coach to continue.
3. An administrator candidate or coach may submit a request to their district HR designee and the Program Director for a new match at any time.
4. Upon receipt of a request for a new match, the Program Director secures confidential information from the administrator candidate and the coach. Efforts are made to maintain respect and dignity for all those involved and to collaboratively determine a solution to the presented issue(s).
5. If a determination is made to change the coach/candidate pair, with the knowledge and cooperation with the partnering district/county HR designee, the Program Director implements the solution and monitors the new match. Appropriate information is shared as needed.