

Request for Additional Support Policy

All Administrator Candidates in the SBCEO CASC program are required to satisfactorily complete the following in order to be recommended for a CASC Credential:

- Completion of the SBCEO CASC Program Application
- Attendance at all required seminars/workshops during the two-year program
- Completion of a minimum of forty hours each year of district/site coaching aligned to the Individual Induction Plan (IIP) goals
- 100% completion of Year 1 Performance Assessment Portfolio documents
- 100% completion of Year 2 Performance Assessment Portfolio documents
- Overall score of 3 (Proficient) on all required assignments
- Program tuition paid in full

Q: How does the program identify candidates who may need additional assistance?

A: Candidates identified as needing additional assistance are those who are not meeting program criteria (i.e., pattern of late or incomplete assignments) and/or those who have self-identified as needing additional support.

Q: How does the program support candidates who may need additional assistance?

A: Beyond email, candidates are offered support in the following ways:

1. One on one coaching with the program director
2. Communicate concern with coach and/or LEA designee
3. Meeting with program director and LEA designee (i.e., HR)
4. Extended assignment deadlines
5. Extended tuition payment deadlines
6. Request for coach reassignment (See Request for Candidate/Coach Reassignment policy)
7. Request for program extension (See Program Extension policy)
8. Repeat CASC year (e.g., if candidates leave the program mid-year or do not attend the classes)

Candidates or Coaches who have questions or need assistance meeting program criteria should contact SBCEO CASC staff directly for assistance.

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