Foothill Consortium

Clear Administrative Services Credential

Program Handbook
2023-2024

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Who is Foothill Consortium?

Foothill Consortium is a California Commission on Teacher Credentialing approved provider for the Clear Administrative Services Credential Induction program. West Covina Unified School District serves as the sponsoring agency, with Bonita Unified, Charter Oak Unified, Claremont Unified, and Glendora Unified serving as member districts. Candidates in surrounding private schools and districts are also served.

Program Vision

Foothill Consortium is a collaborative learning community committed to the authentic development of educator practice through reflective guidance, personalized coaching, meaningful professional development, and timely support to ensure the success of all candidates and the students they serve.

What is Administrator Induction?

Once administrators receive their preliminary credential, they participate in a two-year, job-embedded, individualized Induction program that builds on the knowledge and skills from an administrator's preliminary preparation program. This includes a robust coaching system of support that assists the administrator in their progress towards competency of the California Professional Standards for Education Leaders (CPSEL).
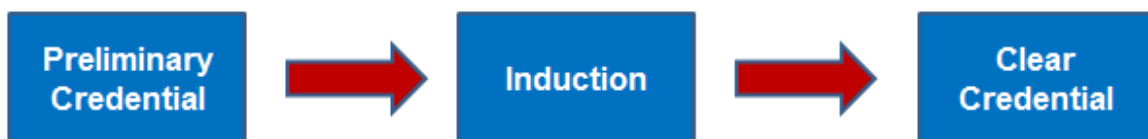
Why Administrator Induction?

Foothill Consortium's (FCIP) CASC Induction program is an individualized, job-embedded program built to support novice administrators in navigating their transition into leadership as they develop proficiency in the six California Professional Standards for Education Leaders (CPSEL). FCIP is a purposeful and logically sequenced experience that includes relevant professional development activities to prepare new administrators with the knowledge and skills necessary to be successful and effective in their leadership career. The individualized nature of FCIP's CASC program allows for the development of each administrator in the context of their role as well as their district's culture and goals.

Components of Induction

Induction leads an administrator through a two-year journey of leading and reflecting. The cornerstone of the program is the one-on-one guidance and collaboration from an experienced Coach. Together, the Coach and administrator (also called Candidate) develop an Individualized Induction Plan (or IIP), which is the driving force of the Induction experience. The IIP is guided by the Candidate's professional learning needs, preliminary preparation, prior background and experience, and the unique needs of their administrative role. The IIP outlines the Candidate's goals, and it assists the Coach in providing the personalized support and professional development the Candidate needs. This is developed in consultation with the Candidate, employer, Coach, and program leadership. Throughout Induction, Coaches assist candidates in inquiry-based learning, collecting evidence of their leadership practice, reflecting on that evidence, and completing documentation of that process. Progress is reviewed regularly throughout the Induction experience on the Progress Monitoring Report (see Appendix).

The Induction Pathway

1. Recommendation for the Clear Administrative Services Credential is based on the Candidate's successful demonstration and documentation of their competency within all six California Professional Standards for Education Leaders (CPSEL).

2. The Candidate will develop an electronic portfolio. The primary responsibility of collecting evidence in the Induction portfolio lies with the Candidate with the assistance and guidance of the Coach.

3. Program leadership, with the assistance of Submission reviewers, reviews Induction portfolios at regular intervals, called Milestones, noting progress toward Induction completion. On-going formative feedback is provided to each Candidate.

4. Upon successful completion of all program requirements, including the Exit Interview and verification of two years of successful experience in an administrative position, the Foothill Consortium Director reviews all completion documents and provides Verification of Completion reports to the Credential Analysts of each district.

5. The Credential Analyst of the West Covina Unified School District (Foothill Consortium LEA) will make Clear Credential recommendations to the California Commission on Teacher Credentialing (CTC) for all Candidates who have been verified by the Foothill Consortium Director and approved by the Exit Interview panel. All credential recommendations are provided solely by persons who are current employees of West Covina LEA, the CTC approved institution.

Credential Recommendation Process

The Foothill Consortium (FCIP) Clear Administrative Services Credential Induction Program (CASC) has a thorough review process to ensure all Candidates demonstrate proficiency within each CPSEL:

1. **Coach Support** – The Coach works four hours a month (40 hours per year) with the Candidate to ensure they are demonstrating growth towards competency within each CPSEL. This time is logged on an interaction log and approved by the Candidate.

2. **Milestones** – Candidates electronically submit their Individual Induction Plan (IIP) and supporting documents to the Program Office four times a year. Formative feedback is provided to support the Candidate in their continued growth.

3. **Benchmark Meeting** – Candidates and their Coach meet with the program's Director at the conclusion of Year 1 to review the Candidate's growth and progress from their first year of Induction and to develop a support plan for Year 2.

4. **Exit Interview** – At the end of Year 2, Candidates participate in an Exit Interview where they present their portfolio of evidence demonstrating their competency within each CPSEL. The Exit Interview panel includes leaders from member districts. Candidates also meet with the program's Director for the final review of program requirements.

To be recommended for the Clear Credential, all program requirements must be completed and the Candidate's self-assessment, Milestone 4 submissions of both program years, and the final Coach observation must denote "Practice that meets the standard" or higher for each CPSEL. The Candidate must also achieve "Practice that meets the standard" for all 6 CPSEL during the Exit Interview. In addition, the program's Director shall verify the Candidate has completed two years of successful experience in an administrative position as defined in Title 5 of the California Code of Regulations section 80054(g)(2)(B) with an employing agency as defined in section 80054(g)(1).

Candidates who have not met all program requirements, or whose practice in any CPSEL does not indicate a minimum of "Practice that meets the standard," will meet with the program's Director to be given extra time, based on a timeline agreed upon by the Candidate, Coach, and program's Director. This will be documented on a Completion Plan within the Progress Monitoring Report (see Appendix).

Roles & Responsibilities

Foothill Consortium (FCIP) is led by a Director who reports directly to the Consortium Assistant Superintendent Team (CAST), which includes one Assistant Superintendent from each member district. The FCIP Program Office has a full time Office Manager and Office Clerk.

There are four main roles within the Induction experience:

1. **Candidate** – this is the administrator participating in Induction.
2. **Coach** – this is the administrator who has been trained to support the Candidate during their two years of Induction. Some Coaches may be provided with additional responsibilities, including serving as a Submission Reviewer.
3. **Evaluating Supervisor** – this is the administrator who directly evaluates the Candidate. The evaluating supervisor participates in the Induction experience through triad meetings.
4. **Credential Analyst** – this is the individual from each member district who serves as a liaison during Candidate placement. The Credential Analyst from West Covina Unified School District also serves as the CASC recommending agent.

This entire process is confidential and non-evaluative, as depicted on the picture below:

Confidentiality Model

Induction Candidate

Evaluator

Coach
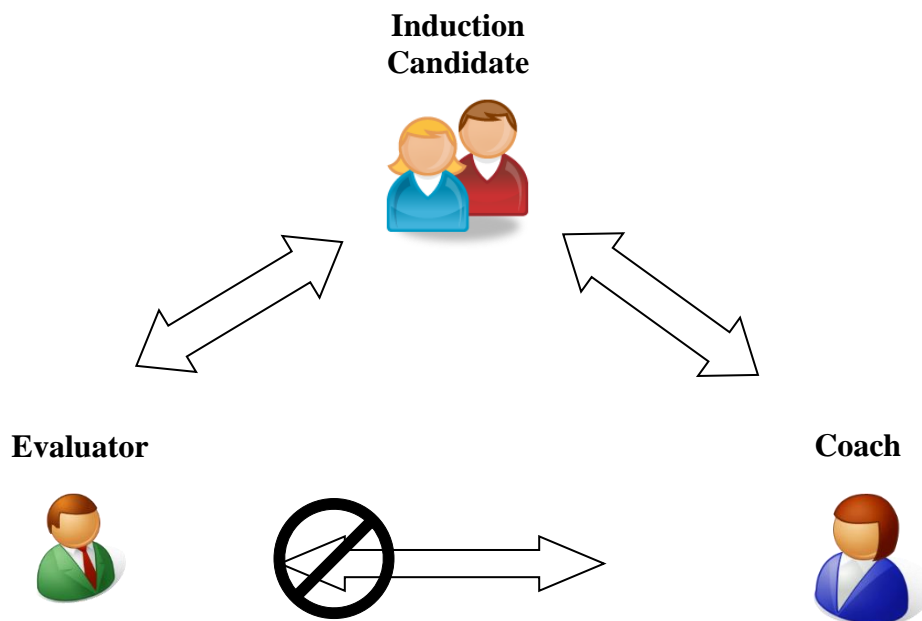
Program Policies

Admittance Requirements

To be admitted into Foothill Consortium (FCIP) Clear Administrative Services Credential (CASC) Induction Program, administrators must:

- Hold any administrative position
- Hold a valid preliminary administrative services credential

Verification of these admittance requirements is done in collaboration with the Candidate's Human Resources Department.

All Candidates holding a Preliminary Administrative Services Credential are eligible to participate in the Foothill Consortium Clear Administrative Services Credential Induction Program regardless of race, religion, color, national origin, ancestry, age, marital status, pregnancy, mental disability, physical disability, medical condition, genetic information, veteran status, gender, gender identity, gender expression, sex, sexual orientation, or any other characteristic protected by state or federal law.

The application can be found in the Appendix.

Attendance

Candidates must attend, be on time for, and stay for the duration of all required Foothill Consortium meetings, Seminars, and applicable professional development activities.

Coach Assignment & Pairing

Foothill Consortium identifies and assigns a Coach to each Candidate within the first 30 days of the participant's enrollment in the program. The effective pairing of Coaches with Candidates is the essential foundation to a successful Induction experience. The following criteria is used when assigning Candidates to a Coach (in priority order):

- The Coach cannot be the Candidate's evaluator.
- The Coach has experience related to Candidate's role.
- The Coach has experience within Candidate's district.
- The Coach has been recommended by Candidate's district.

Coach Selection and Training

Coach recruitment takes place in the Spring of each year. Outreach is made to each of the member districts. Should the program need to retain additional Coaches after the initial application window, the Director will consult with the CAST representative of the applicant's district prior to Coach selection. Should the applicant be from outside of the Consortium, the Director will conduct a reference check and consult with the CAST Chairperson prior to Coach selection.

All individuals being considered for a coaching position are current or former administrators of a member district or the district of an out of consortium Candidate. To be considered as a Coach for FCIP, prospective Coaches must: complete an application; have a signed letter of recommendation from their direct, evaluating supervisor; hold a Clear Professional Administrative Services Credential; and possess a minimum of five years of successful experience as a full-time administrator

Prior to being assigned a Candidate, coaches participate in an initial training which provides an overview of program expectations and requirements as well as information related to adult learning theory, coaching stances, trust building, and reflective conversations. Overview of the CPSEL is provided, including how to use the self - assessment tool from *Moving Leadership Standards Into Everyday Work: Descriptions of Practice (Second Edition)*. Coaches receive a second training related to program requirements, including the inquiry cycle, observations, and coaching expectations. Ongoing training is provided through Coach Collaboratives.

Credential Recommendations

Final recommendations for the Clear Administrative Services Credential are reviewed by the program's Director and then forwarded to the Credential Analyst for the West Covina Unified School District. Under the supervision of the Executive Assistant to the Assistant Superintendent of Human Resources, the Credential Analyst posts the final recommendation to the California Commission on Teacher Credentialing. Credential recommendations are provided solely by persons who are current employees of the Commission approved institution, West Covina Unified School District (LEA).

Enrollment

California's Administrator Induction Program is an individualized, job-embedded, two-year program, with enrollment in a program expected upon placement in an administrative position, but no later than one year from activation of the preliminary credential. Candidates must be employed in a full-time administrative position. The CTC defines full-time service as a minimum of four hours per day for at least three-fourths of the total days in the school year. Substitute or part-time service does not apply.

Grievance Policy

Coaches and program staff make every effort to ensure Candidates' successful program completion and recommendation for the Clear Credential. Should any concerns arise, Candidates should contact the program's Director immediately.

Candidates participate in progress monitoring activities throughout the year, called Milestones. Electronic portfolios are reviewed to make formative suggestions to support Candidate success. The program's Director, the Candidate's Coach, and the Exit Interview Panel determine a Candidate has satisfactorily demonstrated mastery of all six California Professional Standards for Education Leaders (CPSEL), thus authorizing the Clear Credential recommendation.

In the unlikely event a Candidate's submitted body of evidence or performance is deemed lacking in any area of the CPSEL, a plan for remediation and completion will be developed by the Director. If the Candidate disagrees with the decision made and/or the plan for remediation, the candidate is required to submit a formal Letter of Appeal to the FCIP Director. This can be found in the Appendix. Upon receipt of the Letter of Appeal, the Director shall:

1. Contact the Coach for input on the Candidate's CPSEL level of practice.
2. Consult with the Candidate's appropriate Consortium Assistant Superintendent Team (CAST) representative to review all evidence submitted by the Candidate and develop a Plan of Action.
3. Hold a meeting with the Candidate to review the Plan of Action.
4. Submit a copy of a signed Letter of Appeal Response to the Candidate's CAST representative.

In the event the Candidate remains in disagreement with the outcome of this review, and a mutually agreeable response cannot be developed, the Candidate Letter of Appeal will be forwarded to the appropriate CAST representative who will render a final resolution. CAST representatives are as follows:

Bonita Unified	Anne Neal
Charter Oak Unified	Dr. Danny Kim
Claremont Unified	Kevin Ward
Glendora Unified	Dr. Jennifer Prince
West Covina Unified	Michael Seaman
Out of Consortium	Kevin Ward

Shall an applicant wish to appeal an admittance decision, the applicant shall submit a formal Letter of Appeal. This must be submitted to the Foothill Consortium program's Director, who will review the application and appeal. Should the Director determine in favor of the applicant, the applicant will advance to Candidate. Should the Director

determine the applicant is not qualified to participate in the FCIP CASC program, the Director shall refer the Letter of Appeal and final ruling to the appropriate CAST representative, defined above.

Individual Induction Plan

FCIP provides Candidates and Coaches with opportunities to collaboratively develop professional performance goals as part of an Individual Induction Plan (IIP) that is grounded in the outcomes of Standard 5 of the Clear Administrative Services Credential Program Standards. The IIP considers employer priorities and individual job responsibilities, and it serves as the blueprint for the full Induction experience. The IIP outlines the components of the program that will enable the Candidate to meet performance goals.

In accordance with Ed. Code 44270.1(a)(3), the IIP identifies individual needs, based on the Candidate's assignment and prior professional experiences, including the assessment that occurs at the end of the preliminary program. It identifies specific performance outcomes and data to be collected to certify demonstration of Candidate proficiency in the areas of leadership articulated in Standard 5 of the Administrative Services Credential Induction Program Standards. It is a working document, revisited for reflection and revision during four Milestones of each program year. The IIP supports both the coaching and professional learning aspects of the Induction experience.

Interaction Logs

Interaction logs ensure dedicated time has been made for regular Coach and Candidate interactions and other activities contained in the IIP. Candidates must receive an average of four hours a month of individualized support and coaching. Coaches will log this interaction time on *InductionSupport.com* and Candidates are required to acknowledge the veracity of the log. The Director monitors these logs regularly to ensure all Candidates receive no less than 40 hours of support (and no more than 60) for the program year. Although text messaging and emailing is permitted, these activities may not be counted towards the recorded interaction time.

Intern Credential

Should an administrator hold an Intern Credential, they may enroll in Foothill Consortium's CASC program once their Preliminary Services Credential has been recommended.

MOU

See Memorandum of Understanding (MOU), found in the Appendix.

Non-discrimination Policy

Foothill Consortium (West Covina Unified School District, LEA) is committed to providing a safe environment where all individuals in education are afforded equal access and opportunities. The District's academic and other educational support programs, services and activities shall be free from discrimination, harassment, intimidation, and bullying of any individual based on the person's actual race, color, ancestry, national origin, ethnic group identification, age, religion, marital or parental status, physical or mental disability, sex, sexual orientation, gender, gender identity, or gender expression; the perception of one or more of such characteristics; or association with a person or group with one or more of these actual or perceived characteristics.

Personal Emergencies

Should the Candidate have a personal emergency that prevents them from satisfactorily participating in Induction, it is their responsibility to notify the FCIP Director immediately. The Director will collaborate with the Candidate in modifying the timeline for completion of Induction without penalty.

Portfolio Requirements

Candidates will select due dates for Milestones within the window of dates provided. The Candidate will upload all required evidence as described at Orientation. Candidates should maintain copies of all documentation. The following are required evidence for the Portfolio:

1. Individualized Induction Plan (IIP) -- Developed by Candidate and Coach with guidance from program staff and in consultation with the evaluating supervisor.
2. Required evidence noted within the IIP.
3. Self-selected evidence demonstrating candidate's competency within all 6 CPSEL.

All submissions must be reviewed by the Coach prior to Candidate submission.

Candidates should review Milestone feedback to ensure all requested elements are addressed. If a Candidate is asked to resubmit a Milestone, feedback from Induction leadership will guide the Candidate and Coach on next steps. Unsatisfactory completion of portfolio requirements may result in an extension of Induction into the next school year and an additional program fee.

Reassignment Policy

If at any time the pairing between the Induction Candidate and Coach is perceived to be ineffective, this pairing may be revised. These procedures outline the process should the Candidate, Coach, and/or program Director perceive an ineffective pairing between Candidate and Coach:

Procedures:

1. Should a concern arise, the Candidate and/or Coach should attempt to resolve the concern with one another through open, honest discussion. If this is not possible or does not resolve the concern, it is the responsibility of the Induction Candidate and/or Coach to alert the FCIP Director of concerns regarding the match as soon as possible.

2. The Director will determine if the concern can be resolved. This may include a triad meeting between the Candidate, Coach, and Director or a collaborative dialogue between the Director and the concerned party.

    a) Should a collaborative dialogue occur, it is the responsibility of the concerned party to readdress their concerns with the Director if concerns continue.
    b) Should a triad meeting occur, the Director shall facilitate a collaborative conversation with mutually agreed upon solutions. The Director will monitor agreed upon solutions to ensure an effective pairing.

3. If it is determined by the Director that a Reassignment is in the best interest of the Candidate and/or Coach, the Director will reassign the Candidate to a new Coach. A triad meeting may be held between the Candidate, the new Coach, and the Director to ensure a clear understanding of the Candidate's IIP and professional growth goals, as well as program requirements and expectations. The Director will monitor the new pairing to ensure effectiveness.

Record Retention

At the end of Year 2, FICP program staff provides Verification of Completion documents to each Candidate and their respective Human Resources office. These records are kept on file per each participating district's record retention policy. The FCIP office maintains records for five years, at which time records are destroyed. All records are kept securely in locked cabinets.

Roles & Responsibilities

See Memorandum of Understanding (MOU), found in the Appendix.

Teach Out Plan

Per CTC Precondition 2, once a Candidate is accepted and enrolls in an educator preparation program, the approved program sponsor (Foothill Consortium, West Covina LEA) must offer the approved program, meeting the adopted standards, until the Candidate:

- completes the program;
- withdraws from the program;
- is dropped from the program based on established criteria; or
- is admitted to another approved program to complete the requirements, with minimal disruption, for the authorization.

Member districts have agreed to ensure program availability through the completion of the two-year Induction program for all currently enrolled Candidates. In the unlikely event of a program closure, Candidates will have the ability to copy their electronic portfolio. Each Candidate and their Human Resources department will be provided with a Verification of Completion and program records will remain on file with the Office of the Assistant Superintendent of Human Resources for West Covina Unified.

Transcripts

All Candidates will receive a Verification of Completion at the end of Year 2 should they successfully complete all program requirements. Progress Monitoring Reports are provided to Year 1 Candidates at the close of their first year of Induction.

Unsatisfactory Progress/Participation

Should it be determined that the Candidate is not making satisfactory progress or is not satisfactorily participating in the program, the FCIP staff will collaborate with the Candidate to provide remedial support. This is documented on the Additional Coaching Request (see Appendix). Should progress and/or participation not improve, the Director will collaborate with the Candidate's home district to counsel and advise the Candidate or collaborate to determine whether the Candidate will be dropped from the program with no refund of tuition.

A Candidate's failure to attend any required meeting or to submit any required documentation/evidence may result in an extension of induction at the Candidate's expense.

Foothill Consortium
Clear Administrative Services Induction Program

Program Staff

Director: **Patrick McKee**
                      E-mail: pmckee@glendora.k12.ca.us

Office Manager: **Patty Fletcher**
                      E-mail: pfletcher@glendora.k12.ca.us

Office Clerk: **Susan McNinch**
                      E-mail: smcninch@glendora.k12.ca.us

Program Office: Williams Educational Center
                      301 S. Loraine Avenue, Room 7 & 8
                      Glendora, CA 91741
                      (626) 963-2719

Office Hours: By Appointment Only

Participating District
Credential Analyst
Contact Information

Bonita Unified: Krista Anderson
                             kanderson@bonita.k12.ca.us

Charter Oak Unified: Michelle Jansen
                             mjansen@cousd.net

Claremont Unified: Deana Delgado
                             ddelgado@cusd.claremont.edu

Glendora Unified: Anna Osipova
                             aosipova@glendora.k12.ca.us

West Covina Unified: Michelle Van Der Goes
                             mvandergoes@wcusd.org

Glossary
of
Common Terms

CAST	Consortium Assistant Superintendent Team. The CAST has one Assistant Superintendent representative from each participating district. They provide oversight of Foothill Consortium.
Coach	A Coach is an administrator or retired administrator who is trained in Induction processes and coaching skills/strategies. They are assigned to support Induction Candidates in the first two years of leading.
Coach Collaborative	Coach professional development, where Coaches meet to identify and discuss common goals, leadership strategies and challenges. This includes effective coaching strategies and problem solving.
Candidate	Induction Candidate, who holds a Preliminary Credential and then earns the Clear Credential through the Induction process.
CPSEL	California Professional Standards for Education Leaders
CTC or CCTC	California Commission on Teacher Credentialing
foothillconsortium.com	Foothill Consortium's official website
IIP	Individual Induction Plan, the Induction foundational document identifying Induction Candidate growth goals based on all six standards of the CPSEL.
InductionSupport.com	Website used for the Candidate database, professional development registrations, assessments, Milestone submission, and Milestone feedback.
Inquiry	The process by which Candidates examine one aspect of leadership to gain a deeper understanding of the topic. This includes the analysis of leadership practice, data, and leadership impact.
LEA	Local Education Agency. For Foothill Consortium, the LEA is West Covina Unified.

MOU	An MOU, or Memorandum of Understanding, is an agreement between parties. FCIP holds an MOU with each participating district, each evaluating supervisor, each Coach, and each Candidate. Each MOU outlines the roles and responsibilities of each party (see Appendix).
Triad Meeting	A meeting between the Induction Candidate, Coach and evaluating supervisor held at the beginning of the school year to review the responsibilities of all stakeholders, school policies, and professional growth goals.

APPENDIX

A. Memorandum of Understanding (MOU): Candidate, Mentor, & Principal
B. Notification of Eligibility / Enrollment Form
C. Progress Monitoring Report & Completion Plan
D. Milestone Rubrics
E. Program Extension
F. Letter of Appeal
G. InductionSupport.com User Guide

CASC Candidate
Memo of Understanding
2023-2024

As an Induction Candidate with the Foothill Consortium Clear Administrative Services Credential (CASC) Induction Program, I understand and agree to the Candidate responsibilities described below.

As a CASC Candidate, I will:

☐ Review the Foothill Consortium Induction Program (FCIP) Handbook available on www.foothillconsortium.com to ensure I have a full understanding of program requirements, processes, and procedures.

☐ Demonstrate my commitment to the Induction process, by positively collaborating and communicating with the FCIP Program Office and community of Coaches & Candidates, openly reflecting on my own leadership practice, and completing all program requirements in a professional, thorough, and timely manner.

☐ Ensure my contact information remains up-to-date with the FCIP Office.

☐ Ensure all tuition deadlines are met (if applicable). I also understand that should I not complete the program within the two years provided that I will be financially responsible for any tuition as a result of a program extension beyond the two years.

☐ Attend on time, for the duration of, and actively participate in all required meetings, including:
- Entrance Meeting (Year 1)
- Orientation (the first official day of enrollment), each year
- Winter Collaborative, each year
- CASC Seminars, minimum of two per year
- Benchmark Meeting (Year 1)
- Exit Interview (Year 2)
- As well as any other self-selected professional development

☐ Adhere to all program in-person and virtual meeting norms, including logging in to virtual meetings prior to the start time with my video on. I understand I must log in with the name on record at the Program Office and that I must be in a stationary location.

☐ Complete Milestone 1 of the IIP within 60 days of Orientation.

☐ Participate in a Triad Meeting with my assigned Coach and evaluating supervisor at least once a year.

☐ Meet with my Coach for a minimum of **40 hours a year (four hours per month)**, with a minimum of two hours a month being face-to-face (live or virtual) contact time. Up to two hours per month may be phone conversations.

☐ Acknowledge Candidate-Coach interaction time on InductionSupport.com on a weekly basis. I understand texting/emailing my Coach, although permitted, does not count towards the recorded support time.

☐ Participate in **20 hours a year** of self-selected professional development aligned to my individual personal and professional goals.

☐ Maintain an evidence-based, electronic portfolio that demonstrates my competency in all 6 California Professional Standards for Education Leaders (CPSEL).

☐ Participate in the formative assessment and inquiry process that includes a self-assessment, IIP, observations, reflections, and feedback to guide my growth as an administrator.

☐ Review all Milestone formative feedback on InductionSupport.com and make any requested revisions in a timely manner.

☐ Participate in at least three observations by my Coach during the school year.

☐ Notify the program Director should extenuating circumstances arise that will not allow me to complete the program within the timeframe allotted or should any concerns arise, such as Coach-Candidate pairing.

☐ Participate in Foothill Consortium's accreditation process (if applicable).

I further understand that recommendation for a Clear Administrative Services Credential is separate from my employment status in my district. Although supported by my Coach, I understand that fulfilling all credentialing and Induction requirements is my responsibility. I understand that I must demonstrate "Practice that meets the standard" within all 6 CPSEL and receive the recommendation of the Program Office and Exit Interview Panel in order to be recommended for the Clear Administrative Services Credential. Also, I understand information regarding my completion status may be shared with my site and/or district administrators.

I understand and support this Memo of Understanding.

Candidate Name	
Candidate Signature	
Date	

CASC Coach
Memo of Understanding
2023-2024

As an Induction Coach with the Foothill Consortium Clear Administrative Services Credential (CASC) Induction Program, I understand and agree to the Coach responsibilities described below.

As a CASC Coach, I will:

☐ Ensure my Clear Administrative Services Credential (CASC) remains active.

☐ Ensure my contact information remains up-to-date with the FCIP Office.

☐ Participate as a Coach for a minimum of two years.

☐ Review the Foothill Consortium Induction Program (FCIP) Handbook available on www.foothillconsortium.com to ensure I have a full understanding of program requirements, processes, and procedures.

☐ Demonstrate my commitment to the Induction process, by positively collaborating and communicating with the FCIP Office and community of Coaches, openly reflecting on my own Coaching practice, modeling the professional standards described in the California Professional Standards for Education Leaders (CPSEL), and completing all Coach requirements in a professional, thorough, and timely manner.

☐ Maintain a trusting relationship with my Candidate by not discussing Candidate performance or Coach feedback with others, including the Candidate's supervisors.

☐ Make initial contact with my assigned Candidate(s) within 72 hours of assignment.

☐ Attend on time, for the duration of, and actively participate in:
- Initial 2-day Coach Training (Year 1 Coaches)
- Program Launch, annually (continuing Coaches)
- 3 Coach Collaboratives
- Colloquium (if assigned a Year 2 Candidate)

☐ Adhere to all program in-person and virtual meeting norms, including logging in to virtual meetings prior to the start time with my video on. I understand I must log in with the name on record at the Program Office and that I must be in a stationary location.

☐ Assist my Candidate in completing their Milestone 1, including the IIP and website portfolio, within 60 days of program enrollment.

☐ Arrange and lead a Triad Meeting with my Candidate and the Candidate's evaluating supervisor to ensure site and district goals and initiatives have been reviewed prior to the development of the IIP.

☐ Connect with my Candidate **at least once a week** and meet with them for a minimum of **40 hours a year (four hours per month)**, with a minimum of two hours a month being face-to-face (in person or virtual). Up to two hours per month may be via phone. I understand contact time is intended for individualized, job-embedded support and just-in-time coaching based on IIP goals. This includes a consistent reflection on their growth towards competency within all 6 CPSEL.

☐ Record Candidate-Coach interaction time on InductionSupport.com on a weekly basis. I understand texting/emailing my Candidate, although permitted, does not count towards the recorded support time.

☐ Assist my Candidate with fulfilling all Induction program requirements and milestones in a professional, collaborative, and timely manner, remaining attentive to their needs to ensure my services remain beneficial to the Candidate's professional growth.

☐ Provide support to my Candidate by gathering resources and assisting them in networking with the greater educational community.

☐ Conduct a minimum of 3 observations each year, either in person or recorded, and provide specific, timely feedback. I understand the completed Observation Tool should be submitted to the Program Office following the final observation.

☐ Notify the program Director should extenuating circumstances arise that will not allow the Candidate to complete the program within the timeframe allotted or should any concerns arise, such as Coach-Candidate pairing.

☐ Participate in Foothill Consortium's accreditation process (if applicable).

I understand and support this Memo of Understanding.

Coach Name	
Coach Signature	
Date	

CASC Evaluating Supervisor
Memorandum of Understanding

The Foothill Consortium Induction Program (FCIP) is pleased to provide a leader at your school site with their Clear Administrative Services Credential (CASC) Induction Program.

Below are the leaders we are supporting as well as contact information for their Coaches:

Candidate Name	School	Coach Name	Coach Email

Induction is a two-year, job embedded experience to support new leaders with both just in time support as well as coaching support as they demonstrate their competency within the CPSEL (California Professional Standards for Education Leaders).

To ensure alignment of the Induction experience to site and district initiatives, the Commission on Teacher Credentialing requires Induction programs to engage with the evaluating supervisors of Candidates. This agreement defines the roles and responsibilities associated with the Candidate's Induction experience.

Foothill Consortium requests **Supervisors** of Candidates to:

1) Participate with the Coach and Candidate during Triad Meetings to provide input on site/department and district initiatives.
2) Support the Candidate with opportunities to engage in activities related to their CPSEL focus elements.
3) Review relevant site/department details with Candidates including, but not limited to: site/department procedures & expectations; curriculum & instruction polices and resources; safety policies and procedures.
4) Respect and maintain the trusting relationship between the Coach and the Candidate. Induction is not evaluative and evaluating supervisors should not solicit feedback information from Coaches on Candidate performance.
5) Contact the Coach and/or Foothill Consortium Director should additional support be recommended to ensure Candidate success.
6) Provide feedback to Foothill Consortium through periodic supervising administrator surveys.

Foothill Consortium will:

1) Assign a trained Coach within thirty days of a Candidate's enrollment (Orientation). The Coach selection and training process can be found on Foothill Consortium's Coach Recruitment presentation (**Click Here**).

2) Provide on average of four hours a month of Coach support for leaders listed on the previous page (40 total hours per program year).
3) Provide ongoing training and support to Coaches.
4) Provide opportunities for Candidate professional development.
5) Progress Monitor each Candidate to ensure they remain on track for the successful recommendation of their Clear Administrative Services Credential.

Information on Coach selection, training, and evaluation; support and assessment roles; and responsibilities of the program can be found within the Foothill Consortium Program Handbook, found by visiting www.foothillconsortium.com.

I understand and agree to the Evaluating Supervisor responsibilities described above.

Supervisor Name   _____

Signature   _____

Title   _____

Date   _____

Foothill Consortium
INDUCTION PROGRAM
301 S Loraine Avenue, Glendora CA 91741 • (626) 963-2719

Clear Administrative Services Credential
ENROLLMENT APPLICATION AND
NOTIFICATION of ELIGIBILITY & RESPONSIBILITY TO ENTER
2023-2024

Last Name

First Name

Date of Birth

Social Security Number

EMPLOYMENT INFORMATION

District

School Site or Department

Position Title

Contract Start Date

Direct Supervisor

Direct Supervisor Email

PERSONAL INFORMATION

Home Street Address

City

State

Zip Code

Personal Email

Cell/Home Phone Number

Work Email

Alternate/Work Phone Number

PRELIMINARY PREPARATION

University of Preliminary Services Credential

INDUCTION PREPARATION

Select one of the options below:

☐ I have completed Year 1 of CASC Induction with another program.

Name of Program: _____

☐ I am beginning Year 1 of CASC Induction.

INDUCTION CANDIDATE ACKNOWLEDGEMENT OF RESPONSIBILITIES

By signing below, I acknowledge the following responsibilities:

☐ I have been informed of my responsibility to enter an Administrative Services Clear Induction Program and:
- Beginning on January 1, 2017, any candidate serving on a preliminary Administrative Services credential should be enrolled in a clear induction program "upon placement in an administrative position, but no later than one year from activation of the preliminary credential."
- Candidates issued their initial preliminary Administrative Services credential effective July 1, 2015 or later must complete an Administrative Services Clear Induction program for the clear Administrative Services credential.
- Candidates eligible for a CASC Induction Program must possess a valid Preliminary Administrative Services Credential and verify employment in a full-time administrative position.

☐ I understand that I must successfully complete all program requirements in two years to be recommended for a Clear Administrative Services Credential.

☐ I understand that if a program participation fee is required, it is my responsibility to make timely payments and I will not receive a Verification of Completion unless I am paid in full.

☐ I understand that to be recommended for a Clear Administrative Services Credential, I must satisfactorily complete all program activities and requirements as evidenced by the submission of program required documentation, including demonstrating competency in all 6 CPSEL.

☐ I understand the following requirements: 40 hours of Coaching **and** 20 hours of professional development **each** year (minimum); 3 coach observations each year; development of an Individual Induction Plan (IIP) that includes 4 Milestone submissions each year; Orientation; participation in CASC Seminars; completion of all surveys; participation in a Benchmark Meeting (Year 1); Exit Interview presentation (Year 2); & any other candidate support meetings related to my IIP.

☐ I acknowledge it is my responsibility to collaborate with my assigned Coach in a professional manner to support my successful, timely completion of program requirements. Further, should I feel the Coach pairing is not effective, it is my responsibility to contact the program's Director to discuss reassignment.

☐ I acknowledge failure to fulfill any of the CASC requirements and/or responsibilities in a timely manner could result in an extension of Induction, additional fee assessment and/or in my not receiving a recommendation for the Clear Credential.

☐ I acknowledge participation in a CASC program does not imply or ensure continued employment in my district.

By signing below, I am hereby applying to enroll in the Foothill Consortium CASC Induction Program and agree to all responsibilities and requirements.

_____   _____   _____
Candidate's Name   *Candidate's Signature*   *Date*

DISTRICT ACKNOWLEDGEMENT & VERIFICATION OF EMPLOYMENT

As the authorizing agent for this Candidate's district, I certify the following:

☐ This Candidate holds an administrative position in our district;

☐ Our District has requested their Certificate of Eligibility be upgraded to a Preliminary Services Administrative Credential;

☐ This Candidate is eligible to enroll in the Foothill Consortium CASC Induction. Program.

_____   _____   _____
District Representative   *Representative Signature*   *Date*

All candidates holding a Preliminary Administrative Services Credential are eligible to participate in the Foothill Consortium Induction Program regardless of race, religion, color, national origin, ancestry, age, marital status, pregnancy, mental disability, physical disability, medical condition, genetic information, veteran status, gender, gender identity, gender expression, sex, sexual orientation, or any other characteristic protected by state or federal law.

FOR OFFICE USE ONLY

☐ Onboarding Sent   Date _____

☐ Account Created   Date _____

PROGRESS MONITORING REPORT

Candidate Name	

Milestones

Year 1	Completion Date	IIP Level	Website Level	Comments
Milestone 4				
Year 2	**Completion Date**	**IIP Level**	**Website Level**	**Comments**
Milestone 4				

Level 3 – Practice Meets the Standard - required by Milestone 4 of each Program Year.

Evidence of Competency

	Level (Met or In Progress)	Verification of Evidence		
		DOP	**Coach Observation**	**Website Evidence**
CPSEL 1				
CPSEL 2				
CPSEL 3				
CPSEL 4				
CPSEL 5				
CPSEL 6				

Level 3 – Practice Meets the Standard- required in all CPSEL by end of Year 2 as determined by DOP, Coach Observation, and Candidate Selected Evidence.

Program Requirements

Program Requirements	Required	Year 1	Year 2
Logged Interactions	40 hours		
Professional Development	20 hours		
CASC Seminars	2/year		

Year 1 Completion Plan

Activity	Completion Requirement

Year 1 Completion Timeline	
Submission Due Date	

Goals for Year 2

CPSEL	Proposed Element	Proposed Activities

Year 1 Benchmark

This candidate's progress towards demonstrating competency in all 6 CPSEL was reviewed and feedback was provided on next steps to ensure successful completion of CASC Induction.	
Candidate Signature	
Coach Signature	
Director Signature	
Date	

Year 2 Completion

By signing below, we agree the candidate has demonstrated competency in all 6 CPSEL and may advance to the Exit Interview.	
Coach Signature	
Director Signature	
Date	

MILESTONE 1 RUBRIC

Candidate   _____   Date   _____

1 **Practice that does not meet the standard.**	2 **Practice that approaches the standard.**	3 **Practice that meets the standard.**
The Candidate's submission has significant revisions needed and does not meet the criteria listed below "Practice that meets the standard". The submission must be resubmitted. See feedback notes on www.inductionsupport.com.	The Candidate's submission meets most of the required elements listed under "Practice that meets the standard" but some revisions are needed to ensure the submission meets program standards. See feedback notes on www.inductionsupport.com.	**IIP:** The Candidate has clearly identified areas of strength and growth for all 6 CPSEL. The IIP identifies a clear focus question for the Inquiry that is aligned to the Candidate's job context and selected CPSEL. Goals, activities, and planned evidence that will gauge competency are clearly identified. Projected Inquiry outcomes related to students, staff, families, and the community are clearly stated. **Website:** Homepage is a professional and engaging representation of the Candidate's educational background and clearly introduces the site/department for a panel presentation. The Homepage is strong in visuals with minimal narrative. **Both IIP & Website** are free of grammatical errors and are representative of the level of work expected of educational leaders. **The following documents are complete:** ☐ **IIP** submitted on www.inductionsupport.com. ☐ **Website:** ☐ Introduction of self & site/department. ☐ CliftonStrengths 2.0 Summary (Year 1) ☐ Initial DOP Self-Assessment

MILESTONE 2 RUBRIC

Candidate   _____   Date   _____

1	2	3
Practice that does not meet the standard.	**Practice that approaches the standard.**	**Practice that meets the standard.**
The Candidate's submission has significant revisions needed and does not meet the criteria listed below "Practice that meets the standard". The submission must be resubmitted. See feedback notes on www.inductionsupport.com.	The Candidate's submission meets most of the required elements listed under "Practice that meets the standard" but some revisions are needed to ensure the submission meets program standards. See feedback notes on www.inductionsupport.com.	**IIP:** The Candidate addressed any revision notes from the previous Milestone. The Candidate has reflected on professional development activities in relation to their Inquiry focus and/or professional goals. Each reflection speaks to how the event impacted their growth as a leader and cites specific CPSEL. The Candidate has a thorough response to Study, describing how the Inquiry and the observation impacted their practice in relation to themselves, students, staff, and community. The Candidate has a thorough response to Act, specifically speaking to their growth, strengths, and next steps. **Website:** The Candidate has selected three signature artifacts that showcase their competency. Each descriptor clearly explains how the artifact connects to their competency. Selected CPSEL page includes an updated DOP and Coach Observation related to that CPSEL. **Both IIP & Website** are free of grammatical errors and are representative of the level of work expected of educational leaders. **The following documents are complete:** ☐ **IIP** submitted on www.inductionsupport.com. ☐ **Website:** ☐ CPSEL Page: DOP & Coach Observation ☐ CPSEL Page: 3 artifacts with descriptors

MILESTONE 3 RUBRIC

Candidate   _____   Date   _____

1	2	3
Practice that does not meet the standard.	**Practice that approaches the standard.**	**Practice that meets the standard.**

The Candidate's submission has significant revisions needed and does not meet the criteria listed below "Practice that meets the standard".
 	
 The submission must be resubmitted.
 	
 See feedback notes on www.inductionsupport.com.
	The Candidate's submission meets most of the required elements listed under "Practice that meets the standard" but some revisions are needed to ensure the submission meets program standards.
	
	 See feedback notes on www.inductionsupport.com.
		IIP: The Candidate addressed any revision notes from the previous Milestone. The IIP identifies a clear focus question for the inquiry that is aligned to the Candidate's job context and selected element(s). Goals, activities, and planned evidence that will gauge competency are clearly identified. Projected Inquiry outcomes related to students, staff, families, and the community are clearly stated.
		
		 Website: Requested revisions are updated.
		
		 Both IIP & Website are free of grammatical errors and are representative of the level of work expected of educational leaders.
		
		 The following documents are complete:
		
		 The following documents are complete:
		
		 ☐ **IIP** submitted on www.inductionsupport.com.
		 ☐ **Website:**
		     ☐ Homepage is complete.
		     ☐ CPSEL Revisions are complete (if applicable).

MILESTONE 4 RUBRIC

Candidate   _____   Date   _____

1	2	3
Practice that does not meet the standard.	**Practice that approaches the standard.**	**Practice that meets the standard.**

The Candidate's submission has significant revisions needed and does not meet the criteria listed below "Practice that meets the standard".
 	
 The submission must be resubmitted.
 	
 See feedback notes on www.inductionsupport.com.
	The Candidate's submission meets most of the required elements listed under "Practice that meets the standard" but some revisions are needed to ensure the submission meets program standards.
	
	 The submission must be resubmitted.
	
	 See feedback notes on www.inductionsupport.com.
		IIP: The Candidate addressed revision notes from the previous Milestone. The Candidate has reflected on at least 20 hours of professional development activities related to their inquiry and/or professional goals. Each reflection speaks to how the event impacted their growth as a leader and cites specific CPSEL.
		
		 The Candidate has a thorough response to Study, describing how the inquiry and the observation impacted their practice in relation to themselves, students, staff, and community. The Candidate has a thorough response to Act, specifically speaking to their growth, strengths, next steps, and how they have experienced issues of diversity.
		
		 Website: The Candidate has selected three signature artifacts that showcase their competency. Each descriptor clearly explains how the artifact connects to their competency. At least 3 CPSEL pages include an updated DOP and Coach Observation related to that CPSEL.
		
		 Both IIP & Website are free of grammatical errors and are representative of the level of work expected of educational leaders.
		
		 The following documents are complete:
		
		 ☐ **IIP** submitted on www.inductionsupport.com.
		 ☐ **Website:**
		    ☐ 3 CPSEL Pages: DOP & Coach Observation
		    ☐ 3 CPSEL Pages: 3 artifacts with descriptors

Program Extension Form

Candidate Name   _____

To support the above-named candidate in successfully demonstrating competency within all 6 CPSEL, their CASC Induction Program has been extended until: _____.

Focus CPSEL

Note each CPSEL where an attainment of "3" has not been demonstrated.					
CPSEL 1	CPSEL 2	CPSEL 3	CPSEL 4	CPSEL 5	CPSEL 6

Support Plan

Coaching   _____

_____

Resources   _____

_____

Professional Development _____

_____

_____

Agreement

☐   I agree to this plan of action. I understand there is an additional _____ program fee.

☐   I disagree with this plan of action and will submit a letter of appeal.

☐   I disagree with this plan of action and withdraw from the program.

Candidate Signature   _____

Program Director Signature   _____

Additional Coaching Request

Candidate Name   _____

Describe the nature of your additional coaching request. Specifically detail your reason(s) for the request as well as your defined outcomes from the ten hours. Submit this form and any additional documentation to the program Director.

Description:

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

I hereby positively affirm the veracity of all statements above and attached.

Candidate Signature_____ Date _____

For Office Use Only

Received on _____   Received by _____

Additional Coaching Request Response
(to be completed by the Foothill Consortium Director)

Plan of Action

In consultation with your assigned coach, the additional coaching request will be provided as follows:

_____

_____

_____

_____

_____

_____

_____

_____

Consulting Coach Name   _____

Agreement

☐   I agree to this plan of action.

☐   I disagree to this plan of action and decline my request.

Candidate Signature   _____

Program Director Signature   _____

InductionSupport.com

InductionSupport.com is the Foothill Consortium website where participants will find the latest news and updates, Candidate online portfolios, event registration, assessments, resources and Mentor logs. *InductionSupport.com* should be checked **weekly.**

Calendar
When you select the **CALENDAR** tab on the left toolbar, you will find all of your registered and unregistered events. If you need to cancel an event, open the event and select **Cancel**. Events listed as "My Unregistered Events" may be required events, so view each one to ensure you are complying with all program Milestones.

Assessments
The **ASSESSMENTS** tab is where you will find program related surveys. There will be at minimum one mid-year and one end of year survey. All assessments are required.

My Profile
At the beginning of each year, you need to update your Profile. On *InductionSupport.com*, select **MY PROFILE** on the left toolbar. There are four sections to review and edit. You do this by selecting the blue **EDIT** button on the right.

Section 1	• Verify we have your correct district and school. • Check the spelling of your name. • Email: The primary email should be your DISTRICT email. The Alternate Email is optional and can be a personal email. • Change your password. The password is visible to program staff so please do not choose a confidential password. • Select **UPDATE** when done.
Section 2	• Verify we have your correct mailing address. • Verify or add your school phone number (Work Phone). • Verify or add your Home Phone and Mobile Phone. It is okay if these two numbers are the same. • Select **UPDATE** when done.
Section 3	• Verify we have your correct position and grade level. • Select the university where you completed your preliminary credential. • If you teach Dual Immersion, select "Yes" for ESL/Bilingual. • Select **UPDATE** when done.
Section 4	This is demographic information required by the state. **This is entirely voluntary**. If you choose not to answer, your answers will be recorded as "Decline to State." **Program Staff cannot view your responses**. If you choose to answer these questions, select **UPDATE** when done.

Logs (Interaction Verification)

After meeting each week, Mentors and Induction Candidates must complete on-line logs to verify collaborative time. **An average of 1 hour per week must be verified.**

Each week Mentors will:

1. Log on to *InductionSupport.com* and click the tab on the left: **MY CANDIDATES**.

2. Select the name of the Induction Candidate(s) from the list of teachers.

3. Chose **Input New Log** on the right.

4. Choose at least one Discussion/Activity topic. You may also record any meeting notes (optional).

5. Click **Save**. No changes can be made to the logs after this point.

6. Induction Candidates then receive a notice on their homepage when they log onto *InductionSupport.com*. They are informed that there are Mentor Logs available for review and verification. **The logs are not officially recognized without this verification.**

7. Mentor Logs are reviewed monthly by Foothill Consortium leadership.

Milestones

All evidence of progress is submitted via Milestones.
1. The first step is to save your evidence electronically in one location. Each Milestone requires the ILP to be uploaded as well as evidence supporting the ILP. Files should be saved per the labels specified on the ILP. Holding the "Ctrl" key, select all of the evidence documents you wish to upload. While holding "Ctrl," right click and select "Compressed (zipped) Folder." This creates one folder you can upload.
2. Select **MILESTONES** on the left toolbar.
3. Find the Milestone you are submitting and select it.
4. Select the **Select Document for Upload** button. Browse to find your zip folder and select it. Then, select the **Upload Document** button.

Continue to monitor your "Things to Do" box for feedback on your submission. If you are asked to "Resubmit", follow the directions given by the reviewer and then repeat the directions above.

Resources
Here you may find resources to support you with Induction. Once you select
RESOURCES, select "Download Files" to review any Resources available.

Event Registration
Induction Candidates and Mentors **must** register in advance on *InductionSupport.com*
for all professional development, Orientations, Collaboratives, Mentor meetings, or
other Induction events. There are often attendance limits, so **register as early as
possible** to ensure you can attend the event at your preferred location and time.

If for any reason Induction Candidates or Mentors cannot attend and have previously
registered, they can select **Cancel** until the registration window closes. Once the
registration window closes, you must contact the Program Office to cancel or
reschedule registrations.

To Register:
1. Log on to *InductionSupport.com*. Click on your "Things to Do" box on the top
   right corner.
2. Find the event you want to register for. Select **Register**.
3. You will receive a confirmation the day before the event.