

PROGRAM HANDBOOK



FOOTHILL CONSORTIUM

**Clear Administrative Services Credential
Induction Program**

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Who is the Foothill Consortium?

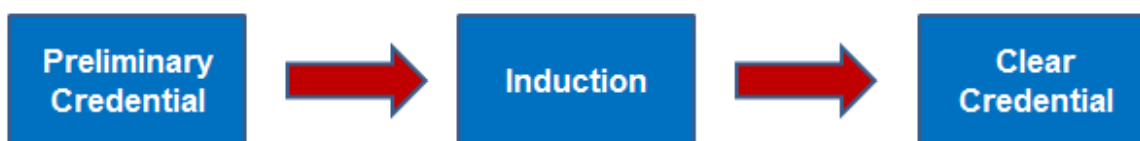
The Foothill Consortium Clear Administrative Services Credential Induction Program is an administrator induction program primarily supporting new administrators in the Bonita Unified, Charter Oak Unified, Claremont Unified, Glendora Unified, and West Covina Unified School Districts. Candidates in surrounding 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 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). The Foothill Consortium program 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 Foothill Consortium's CASC program allows for the development of each new administrator in the particular 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 induction. 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 page 20).

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 the six California Professional Standards for Education Leaders (CPSSEL).
2. The candidate will develop an electronic portfolio. The primary responsibility of collecting evidence in the induction portfolio lies with the induction candidate with the assistance and guidance of the coach.
3. Program leadership reviews induction portfolios at regular intervals, 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 participating district.
5. The credential analyst of the West Covina Unified School District (Foothill Consortium LEA) will make Clear Credential recommendations to the 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 California Commission on Administrator Credentialing (CCTC) approved institution.

Credential Recommendation Process

The Foothill Consortium Clear Administrative Services Credential Induction Program has a thorough review process to ensure all candidates demonstrate proficiency within each California Professional Standards for Education Leaders (CPSEL):

1. **Coach Support** – The coach works four hours a month with the candidate to ensure they are demonstrating growth within the 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’s Director 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 the second year.
4. **Exit Interview** – At the end of Induction Year 2, candidates participate in an Exit Interview at which time they present their IIP and their entire portfolio of evidence that supports their inquiry cycles within each of CPSEL. Candidates answer guiding questions based on the CPSEL, and the candidates present the evidence that demonstrates how they have met the standard for competency. After the Exit Interview, candidates 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).

Any 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.

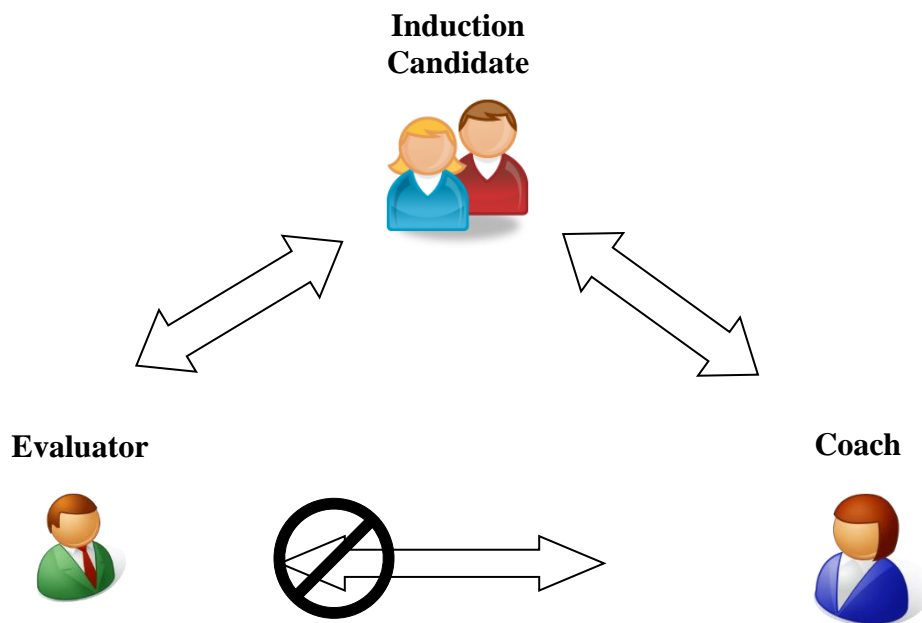
Roles & Responsibilities

Foothill Consortium is led by a program Director who reports directly to the Consortium Assistant Superintendent Team (CAST). One Assistant Superintendent from each member district serves on the CAST. The program office also has a full time Office Manager.

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.
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.

Foothill Consortium Confidentiality Model



Candidate Role & Responsibilities

As stated in the Candidate Memorandum of Understanding, the Induction Candidate states they will...

1. Complete an entrance interview with the Foothill Consortium Director.
2. Ensure all information on the *InductionSupport.com* profile is complete and up to date.
3. Complete Milestone 1 of the IIP within 60 days of Orientation.
4. Participate in the formative assessment system via the inquiry process that includes a self-assessment, IIP, observations, and reflections to guide my growth as an administrator.
5. Participate in a Triad Conference with my assigned coach and my evaluating supervisor.
6. Develop a collaborative relationship with my coach, characterized by openness, sharing and reflection.
7. Meet with my coach for a minimum of 40 hours a year, with a minimum of two hours a month being face-to-face contact time.
8. Participate in 20 hours of self-selected professional development aligned to my individual personal and professional goals.
9. Complete all CASC induction requirements, assessments, and milestones in a professional, collaborative, and timely manner.
10. Attend and actively participate in CASC Orientation and Seminars.
11. Verify all coach interactions on *InductionSupport.com*.
12. Maintain an evidence-based, electronic portfolio that demonstrates competency in all 6 CPSEL.
13. Notify the program Director should extenuating circumstances arise that will not allow me to complete the program within the timeframe allotted.
14. Communicate with the Foothill Consortium Director in a timely manner should any concerns arise, such as coach-candidate pairing.
15. Ensure all payment deadlines are met.

The candidate also signs their understanding that recommendation for a clear administrative credential is separate from their employment status in their district. They understand that they must demonstrate "Practice that meets the standard" within all 6 CPSEL and at the Exit Interview in order to be recommended for the Clear Administrative Services Credential. Also, they sign their understanding that information regarding their completion status may be shared with their site and/or district administrators.

Coach Role & Responsibilities

As stated in the Coach Memorandum of Understanding, the induction coach states they will...

1. Ensure my clear administrative services credential remains active.
2. Participate as a coach for a minimum of two years.
3. Model the professional standards as described in the CPSEL.
4. Ensure my information *InductionSupport.com* remains complete and up to date.
5. Make initial contact with my assigned candidate(s) within 72 hours of assignment.
6. Attend Orientation with my candidate and assist my candidate in completing an IIP within 60 days of program enrollment.
7. Arrange and lead a Triad Meeting with my candidate and their evaluating supervisor to ensure site and district goals and initiatives have been reviewed prior to the development of the IIP.
8. Respect and maintain a trusting relationship between myself and my candidate by not discussing their performance or my feedback with others, including their supervisors.
9. Connect with my candidate at least once a week and meet with them for a minimum of 40 hours a year, with a minimum of two hours a month being face-to-face contact time. 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 the effectiveness of leadership, feedback on growth towards competency of all 6 CPSEL.
10. Record all candidate interactions on *InductionSupport.com*.
11. Attend and actively participate in all CASC Seminars, trainings, Coach Collaboratives, the initial 2-day Coach training, and complete all program surveys.
12. Assist my candidate with fulfilling all induction program requirements and milestones in a professional, collaborative, and timely manner.
13. Remain attentive to the needs of my candidate to ensure my services remain beneficial to their professional growth. I will be open to collaborating with the program Director in my development as a coach.
14. Provide support to my candidate by gathering resources and by assisting them in networking with the greater educational community.

Evaluating Supervisor Role & Responsibilities

In order 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. As the evaluating supervisor of a Candidate who is participating in the Foothill Consortium Clear Administrative Services Credential (CASC) Induction Program, the supervisor signs their understanding and agreement to the Evaluating Supervisor responsibilities described below. They state they will...

- 1) Participate with coach and candidate during Triad Meetings to provide input on site and district initiatives.
- 2) Review relevant site details with candidates including, but not limited to, site procedures & expectations; curriculum & instruction polices and resources; safety policies and procedures.
- 3) 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.
- 4) Contact coach and/or Foothill Consortium Director should additional support be recommended to ensure candidate success.
- 5) Provide feedback to Foothill Consortium through periodic site administrator surveys.





Foothill Consortium CASC Induction Program

Policies

Admittance Requirements

To be admitted into Foothill Consortium CASC, 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 California Administrator 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, page 24.

Attendance

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

Credential Recommendations

Credential recommendations are provided solely by persons who are current employees of the Commission approved institution, West Covina Unified School District (LEA). Credential recommendations are completed by the West Covina Unified Credential Analyst, under the direction of the Executive Assistant to the Assistant Superintendent of Human Resources.

Grievance Policy

Coaches and program staff make every effort to ensure candidates' successful program completion and recommendation for the Clear Credential. Candidates participate in progress monitoring activities throughout the year. Electronic portfolios are reviewed to make formative suggestions to support collaboration in Year 2. The program's Director, the candidate's coach, and the Exit Interview Panel determine a candidate has satisfactorily demonstrated mastery of all six 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 Foothill Consortium Director. This can be found in the appendix, page 22.

Upon receipt of the Letter of Appeal, the Director shall:

1. Contact the coach for input on the candidate's level of practice with regard to the CPSEL.
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 evaluating supervisor, coach, and 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 must submit a formal letter of dispute to the appropriate CAST representative who will render a final resolution. CAST representatives are as follows:

Bonita Unified	Matt Wien
Charter Oak Unified	Dr. Danny Kim
Claremont Unified	Kevin Ward
Glendora Unified	Dr. Virginia Kelsen
West Covina Unified	Mike 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 Foothill Consortium CASC program, the Director shall refer the Letter of Appeal and final ruling to the appropriate CAST representative, defined above.

Intern Credential

Should an administrator hold an Intern Credential, they may enroll in Foothill Consortium's CASC should they expect to receive a Preliminary Credential on or before January 1 of the academic year.

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 Foothill Consortium Director immediately. The Foothill Consortium Director will work 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 and 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 -- 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 progress towards competency of all 6 CPSEL.

All submissions must be reviewed by the coach prior to candidate submission.

Induction 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.

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 Foothill Consortium's 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 induction candidate and/or the coach, the Director will reassign the induction candidate to a new coach. A triad meeting will be held between the induction 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 each year, Foothill Consortium 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 Foothill Consortium office maintains records for five years, at which time records are destroyed. All records are kept securely in locked cabinets.

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 completion of the two-year induction program for all currently enrolled candidates in the event of program closure or suspension.

Transcripts

All Candidates will receive a Verification of Completion at the end of the year should they successfully complete all program requirements.

Unsatisfactory Progress/Participation

Should it be determined that the candidate is not making satisfactory progress or is not satisfactorily participating in the program, the Foothill Consortium staff will work with the candidate to provide remedial support. This is documented on the Additional Coaching Request. Should progress and/or participation not improve, the Director will work 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.

APPENDIX



Induction Support User Guide

InductionSupport.com is the Foothill Consortium website where you will find the latest news and updates, candidate online portfolios, event registration, assessments, resources, and coach 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	<ul style="list-style-type: none">• 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	<ul style="list-style-type: none">• 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	<ul style="list-style-type: none">• 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. <i>This is entirely voluntary.</i> If you choose not to answer, your answers will be recorded as "Decline to State." <i>Program Staff cannot view your responses.</i> If you choose to answer these questions, select UPDATE when done.
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Logs (Interaction Verification)

After meeting each week, coaches and candidates must complete on-line logs to verify collaborative time. **An average of 4 hours per month must be verified.**

Each week coaches 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 administrators.
3. Chose **Input New Log** on the right.
4. Choose at least one Discussion/Activity topic **AND** the method of delivery. 2 hours per month must be Face-to-Face. 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 Coach Logs available for review and verification. **The logs are not officially recognized without this verification.**
7. Coach 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 IIP to be uploaded as well as evidence supporting the IIP. Files should be saved per the labels identified on the IIP. 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, including the corrected evidence.

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 coaches **must** register in advance on *InductionSupport.com* for all professional development, Orientations, Collaboratives, Coach 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 coaches 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.

Foothill Consortium

Clear Administrative Services Credential Induction Program

Progress Monitoring Report

Candidate Name _____

Year 1

Milestones	Level	Date	Resubmit Level	Resubmit Date	Comments
Milestone 1					
Milestone 2					
Milestone 3					
Milestone 4					

**Level 3 required by Milestone 4*

Observations	CPSEL 1	CPSEL 2	CPSEL 3	CPSEL 4	CPSEL 5	CPSEL 6
Observation 1						
Observation 2						
Observation 3						

**Level 3 required in all CPSEL by end of Year 2*

Program Requirements	Required	Benchmark
Logged Interactions	40 hours	
Professional Development	20 hours	

Benchmark Evaluation (Year 1)

Evidence from the Candidate's IIP, Self-Assessments, and Observations demonstrate the level of competency noted below. Level 3 is required in all 6 CPSEL by the end of Year 2.

CPSEL 1	CPSEL 2	CPSEL 3	CPSEL 4	CPSEL 5	CPSEL 6

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.

	Benchmark Meeting
Candidate Signature	
Coach Signature	
Director Signature	

PROGRESS MONITORING REPORT

Candidate Name _____

Year 2

Milestones	Level	Date	Resubmit Level	Resubmit Date	Comments
Milestone 1					
Milestone 2					
Milestone 3					
Milestone 4					

**Level 3 required by Milestone 4*

Observations	CPSEL 1	CPSEL 2	CPSEL 3	CPSEL 4	CPSEL 5	CPSEL 6
Observation 1						
Observation 2						
Observation 3						

**Level 3 required in all CPSEL by end of Year 2*

Program Requirements	Required	Benchmark
Logged Interactions	40 hours	
Professional Development	20 hours	

Competency					
Evidence from the Candidate's IIP, Self-Assessments, and Observations demonstrate the level of competency noted below. Level 3 is required in all 6 CPSEL by the end of Year 2.					
CPSEL 1	CPSEL 2	CPSEL 3	CPSEL 4	CPSEL 5	CPSEL 6

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.

	Exit Interview
Coach Signature	
Director Signature	

Foothill Consortium
Clear Administrative Services Credential Induction Program

Letter of Appeal

Candidate Name _____

Prior to submitting this form, have you met with the CASC Program Director in an attempt to resolve your concern? If not, please contact the Program Office at 626-963-2719.
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Describe the nature of your appeal in detail. Include the specific steps you took to remedy the situation as well as the response you received from the program staff. Specifically outline your desired outcome. You may attach additional sheets if necessary. 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 _____

Letter of Appeal Response

(to be completed by the Foothill Consortium Director)

Plan of Action

In consultation with the Foothill Consortium Assistant Superintendent representing your area, the final Plan of Action has been developed in response to your appeal:

Consulting Assistant Superintendent Name _____

Agreement

- I agree to this plan of action.
- I disagree to this plan of action and request a follow up meeting with the Consortium Assistant Superintendent (CAST) representative. I understand that this representative's decision will be final.

Candidate Signature _____

Program Director Signature _____

Foothill Consortium

Clear Administrative Services Credential Induction Program

**Clear Administrative Services Credential
Enrollment Application &
NOTIFICATION of ELIGIBILITY and RESPONSIBILITY TO ENTER
2020-2021**

Personal Information

Name		
Date of Birth	SSN	
Address		
City	State	Zip
Phone	Alternate Phone	
Email		

Employment Information

Site	District
Date of hire in this administrative role	

Preliminary Administrator Preparation

University
Preliminary Administrative Services Credential Issuance Date
Other Credentials Held (list all)
Have you completed any Administrator Induction? If so, what program?

All candidates holding a Preliminary Credential are eligible to participate in the Foothill Consortium California 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.

Induction Candidate Responsibilities & Acknowledgements

As an Induction Candidate with the Foothill Consortium CASC Induction Program, I understand and agree to the following statements (initial all):

- | |
|--|
| <p><input type="checkbox"/> I have been informed of my responsibility to enter an Administrative Services Clear Induction Program and Eligibility Criteria:
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.</p> |
| <p><input type="checkbox"/> I understand that I must successfully complete all program requirements in two years to be recommended for a Clear Credential.</p> |
| <p><input type="checkbox"/> I understand it is my responsibility to make timely payments and I will not receive a verification of completion unless I am paid in full.</p> |
| <p><input type="checkbox"/> 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: 20 hours of professional development each year; 40 hours of coaching each year (minimum); 3 coach observations each year; 4 Milestone submissions each year; Orientation; participation in all CASC Seminars; completion of all surveys; participation in Benchmark Meeting (Year 1); Exit Interview presentation; & any other candidate support meetings related to my Individual Induction Plan.</p> |
| <p><input type="checkbox"/> 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 Director to discuss reassignment.</p> |
| <p><input type="checkbox"/> I acknowledge failure to fulfill any of the CASC requirements and/or responsibilities in a timely manner could result in additional fee assessment and/or in my not receiving a recommendation for the Clear Credential.</p> |
| <p><input type="checkbox"/> I acknowledge participation in a CASC program does not imply or ensure continued employment in my district of hire.</p> |

By signing below, I am hereby enrolling in Foothill Consortium CASC Induction Program and agree to all induction candidate responsibilities and requirements.

Induction Candidate _____ Date _____

As the authorizing agent for this Candidate’s district, I certify this Candidate holds an administrative position in our district, holds a preliminary Administrative Services Credential, and is eligible for enrollment in the Foothill Consortium CASC program.

District Representative _____ Date _____

**Foothill Consortium
California Administrator 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

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

Office Hours: By Appointment Only

**Participating District
Credential Analyst Contact Information**

Bonita Unified: Nicole Madrid
madrid@bonita.k12.ca.us

Charter Oak Unified: Michelle Jansen
mjansen@cousd.net

Claremont Unified: Daniel Leon
dleon@cusd.claremont.edu

Glendora Unified: Sherry Alertas
salertas@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 FCTIP.
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	California Commission on Teacher Credentialing
IIP	Individual Induction Plan, the induction foundational document identifying Induction Candidate growth goals based on all six standards of the CPSEL.
Induction Support.com	Consortium website used for program news and updates, professional development registrations, assessment completion, and online discussions.
Inquiry	The process by which Candidates examine one aspect of leadership in order to gain a deeper understanding of the topic. An analysis of leadership practice and relevant data and examination of how it affects student learning.
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. Foothill Consortium 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.
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.