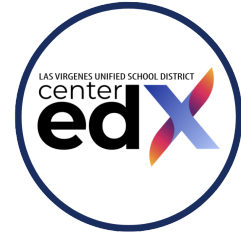




Las Virgenes Unified School District  
Center EdX Credential Programs  
**Program Summary: CASC Program**



**Program Design:**

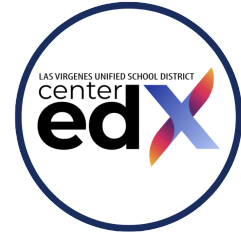
The LVUSD Clear Administrative Services Credential Program is a two year program designed to provide ongoing coaching and support of new administrators' growth in the California Professional Standards for Educational Leaders (CPSELs). The program is facilitated by the candidate's coach who provides a minimum of forty hours annually of coaching to the new administrators. This coaching is captured on the coaching log. Using CPSEL self-reflections throughout the program, the candidate identifies an area of leadership growth that also aligns with their district's LCAP and site-level Single Plan for Student Achievement. Three times annually the candidate formally reflects on the progress made toward their goal and adjusts course, refines the goal, or digs deeper.

The CASC program's coaching design is informed by Cognitive Coaching, Adaptive Schools, Blended Coaching, and Equity Coaching, as our leadership team has backgrounds in the above models. Coaches are required to attend both summer and within-year coach training amounting to a minimum of fifteen hours annually in addition to our local training. During the coaching training sessions, coaching skills are examined, modeled, practiced and reflected upon in triads; Coaches will regularly rotate through each role (coach, coachee and meta-coach) so that they are able to experience coaching on multiple levels to grow their practice. Coaching texts and the scope of the content evolve each year to ensure spiraled growth of both new and experienced coaches. Candidates attend our coaching trainings along with the Coaches in an effort to learn/apply/reflect upon these essential skills of contemporary leadership.

The program is overseen by the Director of Education and Leadership with the support of the program assistant and credential analyst. In 2020, two Coach Coordinators were brought onto the team to help ensure coaches and candidates received programmatic support and an additional layer of feedback. These two Coordinators serve as the foundation of the Documentation Review and Compliance Team who reviews the candidate portfolio at the end of each year. The Director of



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Education and Leadership coordinates with the district senior leadership team and the Coach Coordinators to ensure a smooth and seamless program delivery. Cohorts of 10-15 participants launch annually in August. (August and January start). The Clear Administrative Services Credential Program has served candidates from approximately 5 different districts and independent charters. Center EdX has an Advisory Board who offers feedback and guidance on the direction of the program. The program office participates in end-of-class and end-of program

The organizational chart can be found [\*\*HERE\*\*](#).

The program is offered through the following means:

Location	Delivery Model	Program
Main Campus	In-Person	Clear Administrative Services Credential Program*

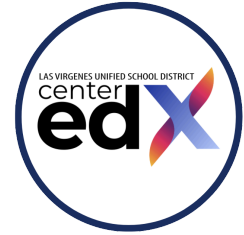
\*Due to the COVID-19 pandemic restrictions, the program is currently offered through an online format, but expects to resume in person instruction once it is deemed safe to do so.

### **Course of Study**

Throughout the program, candidates demonstrate growth in the CPSELs by completing the CPSEL self-assessment and the leadership growth plan which allow them to examine the standards, reflect, and select an area of focus. Facilitative coaching is utilized to inform reflective conversations with the LGP and CPSELs. The ILP is designed to support candidates in identifying and developing their professional goals.



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Using the CPSEL Self-Assessment and information from site-level LCAP and SPSA, candidates and their coaches will work collaboratively to identify a goal, based on the CPSELS, that best meets the candidate's growth needs that they arrived at through the reflective process. Candidates consider their preliminary program goals and the APA during the triad meeting as they work with their coach to land on a goal. Three times throughout the year (every two months) the coach conducts a follow-up reflective conversation on the growth toward the candidate's goals, if the goal needs to evolve/modify, and to direct the candidate to resources to support their growth. This reflective/inquiry process promotes both self-directedness and growth in the LGP. Through Center EdX, candidates also have access to a range of professional learning opportunities including courses for college credit through UCSB PACE and locally-developed courses as well. Summer extended courses are also offered in addition to Adaptive Schools and Cognitive Coaching training. While the coursework is not required for candidates, it serves as a third-point resource for coaches to utilize through the ILP development process. The Coach is the facilitator of the entire ILP development process, and coaches are trained to complete this process annually, while also being regularly supported by the Program Director and Coach Coordinators.

### **Assessment of Candidates**

Center EdX has a Documentation Review and Compliance Team (DRCT) that consists of the three Coach Coordinators. The DRCT utilizes a rubric to score the candidates portfolio consisting of the CPSEL Self-Assessment, Leadership Growth Plan, and the Coaching Log. Each portfolio is reviewed twice independently by DRCT members. Should there be a disagreement in score, a third reviewer reviews the portfolio. Candidates and Coaches are given the opportunity to apply the feedback provided by the DRCT, should their portfolio not pass.

Upon a passing score in Year 1 and 2 in the CASC Program, the Credential Analyst recommends the candidate for a Clear Administrative Services Credential.