



Ceres Unified School District

Teacher and Administrator Induction Program

This will be the email sent out to administrators who are interested in coaching a beginning administrator:

Administrative Coaches Needed

The Ceres Induction Program now includes the Clear Administrative Services Credential (CASC) Induction Program and is looking to match exemplary and experienced administrative coaches with beginning administrators to help them grow and develop enduring leadership skills.

Coaches will continue to perform their regular assignment and provide support outside of their administrative time. Coaches will receive a stipend of **\$2000** per candidate for their time and support.

Responsibilities of the Administrative Coach:

- Attend training around adult learners, coaching leaders, and the mentoring program.
- Provide both “just in time” and longer term analysis of administrative practice to help new administrators develop enduring professional skills.
- Ensure that each candidate receives a minimum of 40 hours of individualized support or mentoring.
- Facilitate administrative growth and development through modeling, guided reflection on practice, and feedback.
- Observe administrators to inform thoughtful reflection of practice and to encourage reflection that is based on the California Professional Standards for Education Leaders (CPSEL)

Qualifications:

- A minimum of three years successful and recent administrative experience
- Possession of a Clear California Administrative Service Credential
- Completed Application and Resume
- Ability to provide timely support to candidates consistent with program expectations
- Demonstration of leadership practices that reflect the program DOP (Descriptors of Practice).
- Interview with Assistant Superintendent of Educational Services, Director of Personnel and Induction Program Administrator.

- Knowledge of the California Professional Standards for Education Leaders (CPSEL) to inform reflection and professional growth.

Application process: To apply, complete the application linked here and submit it to Ronda Munoz by [\(insert date here\)](#). Interviews will be held on [\(insert date\)](#). For any questions, please contact Ronda Munoz at 1523.