

## **Coach Information**

### **Role of a CASC Coach**

The Coach's function is to serve the candidate throughout the coaching process. They work closely with the candidate to plan, develop action steps, and gather evidence of mastery of leadership standards. The coach will accomplish this through four-and-a-half hours a month of one-on-one coaching time, monitoring ILP development and implementation, determining professional learning needs based on Reflection Assessments, and providing resources and guidance to the candidate as needed. Coaches encourage candidates to master reflective practices through a Blended Coaching model, moving between instructional and facilitative coaching. They assist candidate in developing the complex skills necessary for effective educational leaders.

The role of the CASC Coach is based on trust and permission given by the candidate for assistance solving complex issues, and providing feedback on a regular and on-going basis.

Coaches also act as a liaison between the Candidate and FCSS CASC Program Coordinator.

Coaches may not be direct supervisors.

### **Coach Participation Requirements**

To participate as a coach in the FCSS CASC Program, coaches are required to meet the following qualifications and participate in the following activities:

#### **Qualifications**

- A Clear Professional Administrative Services Credential.
- A minimum of three years successful administrative experience as verified by a recommendation from a superintendent or supervisor.
- Commitment to work collaboratively with a candidate for a minimum of two years.
- Commitment to work collaboratively with a candidate for four-and-a-half hours per month.
- Knowledge of adult learning development.
- Knowledge of continuous improvement and accountability process.
- Knowledge of academic content standards, CPSELs, and DOPs.
- Knowledge of the formative assessment and coaching process.
- Knowledge of cultural, ethnic, cognitive, linguistic and gender diversity.
- Possession of effective interpersonal communication skills.
- Willingness to participate in professional training to acquire the knowledge and skills needed to be an effective and successful coach. This FCSS training includes, but is not limited to:
  - The California Professional Standards for Educational Leaders (CPSELs).
  - Effective Coaching Strategies; and
  - Content specific training that applies to potential candidate's needs.
- Willingness to participate in reflective conversations about their coaching experiences.
- Willingness and ability to be an excellent professional role model.
- Demonstrated commitment to personal professional growth and learning.

## Activities

During the course of the two-year coaching relationship, the coach is expected to participate in the following activities:

1. **Two-day initial coaching training** – This training is based on the methods from both Cognitive Coaching and Blended Coaching and will allow the coach to learn and hone effective coaching skills needed to work with candidates. These are conducted prior to the coach serving candidates.
2. **Four-and-a-half to six hours of face-to-face coaching for each candidate each month** – These coaching meetings are the focus of this program and where candidates will receive the most value from participation and serves as an invaluable piece of the CASC program. Coaching sessions should be geared toward candidate needs and based on program assessment and goals set during previous sessions. Candidates will complete the Individual Leadership Plan, which includes a specific action plan set to accomplish agreed upon goals. A Collaborative Coaching Log must be completed for each coaching session and uploaded to the e-portfolio site.
3. **Four Coaches Meetings** – These sessions provide additional training in coaching practices and allow coaches time to practice their skills. In addition, calibration and training on program tools will be conducted during each session. The coaches are able to share concerns and receive feedback and network with their peers. The meetings are held from 1:30 – 4:00 p.m. In order to stay current with program developments and requirements coaches must attend all of the above meetings. **If a coach misses a meeting, it will be the responsibility of the district employing the coach to provide the training with FCSS-provided materials. Sign-in sheets documenting attendance will be sent back to FCSS CASC coordinator for verification of training.**

## Coach Responsibilities

Under the direction of the FCSS CASC Program Coordinator:

- Review administrator requirements and proficiencies for CPSEL with candidate, complete Reflection Assessments (Initial, Interim, Final) with candidate, collaboratively plan development, monitor implementation, and provide oversight of the Individual Leadership Plan.
- Maintain the integrity and confidentiality of his/her work with the candidate.
- Provide one-on-one support to candidate through coaching sessions, email, and phone contact.
- Schedule and attend regular coaching activities and meetings. Prepare and maintain records of coaching sessions.
- Attend, participate, and conduct a variety of meetings as assigned: orientation, coaching sessions, observations, portfolio presentation, etc.
- Serve as the principle contact and liaison between the candidate and FCSS CASC Program Coordinator.
- Stay current on educational research and demonstrate knowledge of California Professional Standards for Educational Leaders (CPSEL), school/district office administrative procedures and operations, federal and state accountability systems, instructional practices, current research and trends in education.
- Analyze situations accurately and adopt an effective course of action.
- Work independently and varied hours at multiple work locations.

- Ability to work collaboratively/cooperatively and develop effective lines of communication with all members of the team, program personnel, school staff and outside agencies. This includes working directly and first with the candidate to resolve issues that may occur in the coaching relationship.
- Participate in annual program evaluation and improvement processes.

**Documents in the e-portfolio**

- Candidate Individual Leadership Plan (ILP) - completed by candidate
- Collaborative Coaching Logs - completed/uploaded by coach
- Reflection Assessments - completed by candidate
- Candidate Cohort Attendance
- Candidate Professional Learning Attendance
- Job/Shadow/ Distinguished School Summary - completed/uploaded by candidate
- Program Completion Verification Form - by CASC office

**Documents to be uploaded to the e-portfolio:**

Coach	Candidate
1. Collaborative Coaching Log (Monthly)	1. Professional Learning Summary and supporting documents 2. Job Shadow Summary or Distinguished School Summary

**Items to be completed within the e-portfolio:**

Coach	Candidate
1. Registration for Coach Meetings	1. Individual Leadership Plan 2. Reflection Assessments (Initial, Interim, Ending) 3. Registration for Candidate Cohort Meetings 4. Registration for End-of-Year Meeting 5. Registration for FCSS Professional Learning