



Coach Checklist for Program Completion

Recommendation for the Clear Administrative Services Credential is determined by meeting program outcomes and mastery of six California Professional Standards for Educational Leaders (CPSEL). Evidence is verified by the Leadership Coach and the Local Program Coordinator during an exit interview or presentation. The final recommendation is sent to Dr. Tracy Robinson, the ACSA Program Director, for final approval and recommendation to the California Commission on Teacher Credentialing (CCTC).

Prior to Exit Interview or Presentation

- ☐ During coaching session review CPSEL self-assessment with candidate and evidence of meeting standard in all six of the CPSEL. Candidates must demonstrate competency as measured by the Descriptions of Practice (DOP's) in one element for each of the six standards.
- ☐ Confirm candidate will obtain a letter from their employer indicating two years of successful experience in a position requiring an administrative services credential.
- ☐ Verify required documents are in the candidate's portfolio:
 - Coaching Agreement
 - Professional Experience and Work Context
 - Collaborative Summary (3)
 - Final CPSEL Self-Assessment and Reflection
 - Leadership Learning Goal (initial, benchmark and summative)
 - Professional Development Reflections (2 – 4)
 - Coaching Hours (80)
 - Professional Development Hours (40)
 - Verification of Administrative Employment Letter
 - Verification of Program Completion Form
- ☐ Discuss meeting format and test equipment

During Exit Interview or Presentation

- ☐ Listen to candidate respond to three questions indicated on **Verification of Program Completion Form**
- ☐ Provide consent to **Verification of Program Completion Form** indicating candidate has met competency in at least one element of the six CPSEL's

After Exit Interview or Presentation

- ☐ Complete the **Leadership Coach Survey**
 - Located in Schoology – Groups -Coaches -Resources
 - Leadership Coach Survey: <https://forms.gle/J6aShRcv7jb54L11A>