



Preliminary Administrative Services Credential Program (PASCP)

Job Classification Title:

Faculty Instructor

Definition

Under the supervision of the Educational Leadership Programs Director, provides Leadership Standards expertise and instruction to participants in the Preliminary Administrative Services Credential Program (PASCP) at the Los Angeles County Office of Education to support implementation of elements of the California Professional Standards for Educational Leaders (CPSELs).

Duties and Responsibilities

- Develop coursework and align content to CalAPA and Fieldwork modules. • Teach assigned Leadership course(s).
- Review and understand program norms and standards.
- Monitor and evaluate participants' in-class work and End-of-Course Signature Assignments.
- Participate in ongoing discussions, as needed, with other faculty members to support course direction.
- Regularly and systematically collaborate with colleagues in P-12 settings, college and university units, and members of the broader educational community to improve educator preparation.

Qualifications

- Possession of a Clear/Life Administrative Credential
- Experience as a principal, district personnel, or expert in field
- Experience in areas of student, staff, and community relations
- Experience in Adult Learning Theory and conducting on-line courses
- Possession of a working computer with current system software and web browsing software
- Knowledge and expertise of one or more of the following content areas:
 - **Development and Implementation of a Shared Vision** – Course provides techniques to learn facilitation of the development and implementation of a vision of teaching and learning that is shared and supported by the school community.
 - **Instructional Leadership** – Course teaches how to advocate, nurture, and sustain a school culture and instructional program that is conducive to student learning and staff professional growth. Focus is on implementation of state-adopted academic content standards, framework, and instructional materials, as well as assessment and accountability systems

- **Management and Learning Environment** – Course teaches how to ensure the management of organization, operations, and resources for a safe and efficient learning environment. Course includes study and application of organizational theory that reflects effective leadership and management concepts/strategies that contribute to student achievement and professional participation of all adults in the school community.
- **Family and Community Engagement** – Course focuses on learning how to work effectively with families, caregivers, and community members; how to recognize the goals and aspirations of diverse families; respond to diverse community interests; and examine and evaluate one’s own attitude toward people of different race, culture, and socio-economic status.
- **Ethical Leadership** – Course provides the opportunity to examine and model a personal code of ethics and practice professional leadership skills, including shared decision-making, problem-solving, and conflict management skills. Site and district responsibilities for students with special needs will be examined; and there will be multiple opportunities to model personal and professional ethics, as well as reflect on personal leadership beliefs and practices and develop mechanisms for sustaining personal motivation, commitment, energy, and health to balance both professional and personal responsibilities.
- **External Context and Policy** – Course focuses on the political, societal, economic, legal, and cultural influences on schools. Candidates will have the opportunity to practice both team leadership and team membership so that the candidate can effectively generate and participate in communication with key decision-makers in the school community.

Selection Requirements

- Completed Common PASC Application
- Current Resume
- Current Administrative Clear/Life Credential
- Interview with Educational Leadership Programs Staff

Compensation

- \$3,500 per 3-day course including faculty meetings/Orientation and planning and debriefing sessions.

LACOE does not discriminate against individuals on the basis of age, actual or perceived race, actual or perceived gender, ethnicity, national origin, religion, disability, or sexual orientation. LACOE complies with the Americans with Disabilities Act to ensure equal access to all qualified individuals with a disability. If you are disabled and require assistance in accessing this event, please contact the LACOE Title II Coordinator at (562) 803-8297.