



Preliminary Administrative Services Credential Program (PASCP)

Job Classification Title: Guest Instructor

Definition

The Guest Instructor is selected in tandem with the faculty instructor and the Educational Leadership Programs staff, and provides Leadership Standard expertise and 1.5 or 3 hours of specific course instruction to the participants of the Preliminary Administrative Services Credential Program (PASCP) at the Los Angeles County Office of Education. The Guest Instructor enhances the implementation of elements of the California Professional Standards for Education Leaders (CPSELs) through leadership experiences and knowledge gleaned in their given field.

Duties and Responsibilities

- Meet with the Faculty Instructor to discuss and review program norms and standards.
- Develop and deliver either a 1.5 or 3-hour presentation in area of expertise.

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 in 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

- Instructor recommendation
- Completed application
- Current resume
- Current Clear/Life Administrative Services Credential

Compensation

- \$250 half mini-session (1.5 hours)
- \$500 full mini-session (3 hours)

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