



**Los Angeles County
Office of Education**
Serving Students • Supporting Communities
Leading Educators

HOW TO APPLY TO BE A LEADERSHIP COACH FOR THE LOS ANGELES COUNTY OFFICE OF EDUCATION

Clear Administrative Services Credential Program

Program Requirements:

1. Must hold a Clear Administrative Services Credential.
 2. Must have five (5) years as a successful administrator serving in the role of assistant principal, principal or administrator at the central/county office level.
 3. Must be competent in providing complete, accurate and timely feedback to candidates, including information about progress toward competence.
 4. Must be willing to review the LACOE Leadership Coach Guidelines and meet with the LACOE Program Administrator as needed.
 5. Must meet with candidate twice per month as well as be available for contact with the candidate as needed.
 6. Must complete required Collaborative Logs on a monthly basis.
 7. Must attend two Leadership Coach Network meetings yearly.
 8. Must be willing to receive feedback from the candidate and Program Administrator.
- **Collect** application materials to be submitted in Spring (March through May) of each year. Use the following guide as a checklist for your application packet.

Application & Materials

- Leadership Coach Application (attached)
- Current Resume
- Copy of Clear Administrative Services Credential
- Any other supporting documentation relevant to this application such as copy of any Coaching Certifications attained

Submit entire packet to:

Los Angeles County Office of Education
Attention: Aaron Dover, Project Director III
Educational Leadership Program
Division of Curriculum and Instructional Services
9300 Imperial Highway
Downey, CA 90242

Or **Email** packet to: Dover_Aaron@laoe.edu

**If you have any questions, please contact the Program Administrator,
Aaron Dover, Ed.D. (562) 401-5412
Dover_Aaron@laoe.edu**

Los Angeles County Office of Education
Clear Administrative Services Credential Program

Leadership Coach Application

Personal Information

Name of Coach: _____
Last Name First Name Middle Name

Address: _____
Street Address City State Zip

Phone: _____
Home Work Message/Alternative

Work Email: _____ Home Email: _____

Employment Information

Are you retired? Yes (Retirement Date _____) If not, provide current district: _____

Have you had coaching training? Yes No Name of Course: _____

INTEREST IN COACHING- Please explain why you are interested in being a Leadership Coach.

EXPERIENCE- Provide information about experiences you have had coaching beginning administrators. Tell us why you would be comfortable providing non-evaluative feedback and support to candidates about their progress in meeting program competencies.

OTHER INFORMATION- Use the area below to tell us anything else pertinent to this application.