

## *Application Packet for Clear Administrative Services Credential Program (CASCP) Coach*

### PROGRAM REQUIREMENTS

- Complete the application included in this packet and submit to:  
  
Sacramento County Office of Education  
Leadership Institute  
P.O. Box 269003  
Sacramento, CA 95826  
Attention: Kristen Coyle, Director, Program Support
  
- Submit copies of current California administrative services credential(s).

### APPLICATION CHECKLIST

- Complete application
- Include resume
- Include copies of California administrative services credential(s)
- Review job classification and requirements
- Complete coaching statement

**Questions?** Email [leadershipinstitute@scoe.net](mailto:leadershipinstitute@scoe.net) for more information.

## CASCP Coach Application Form

### 1. PERSONAL INFORMATION

Name \_\_\_\_\_

Street Address \_\_\_\_\_

City, State, Zip Code \_\_\_\_\_

Email Address \_\_\_\_\_

Home Phone \_\_\_\_\_ Mobile Phone \_\_\_\_\_

### 2. PROFESSIONAL INFORMATION

Present Job Title \_\_\_\_\_

School District \_\_\_\_\_

School \_\_\_\_\_

Total Years of Teaching Experience \_\_\_\_\_

Elementary _____	Grade(s) Taught _____	# of years _____
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Middle _____	Subject(s) Taught _____	# of years _____
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High _____	Subject(s) Taught _____	# of years _____
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## 2. PROFESSIONAL INFORMATION, continued

Total Years of Administrative Experience \_\_\_\_\_

Position(s) Held \_\_\_\_\_

School Address \_\_\_\_\_

\_\_\_\_\_

Work Phone \_\_\_\_\_

Work Email Address \_\_\_\_\_

## 3. REFERENCES

On the lines below, provide names of references who can provide insight on your work experience and personal qualifications.

\_\_\_\_\_

Name

Title

\_\_\_\_\_

District

Phone #

\_\_\_\_\_

Name

Title

\_\_\_\_\_

District

Phone #

\_\_\_\_\_

Name

Title

\_\_\_\_\_

District

Phone #

#### **4. AREAS OF EXPERTISE AND INVOLVEMENT**

Please describe your area(s) of educational expertise and involvement (i.e., Elementary School, Middle School, High School, Title I, Program Improvement, Turnaround Schools, Curriculum, etc.).

#### **5. COACHING STATEMENT**

The focus of the Clear Administrative Services Program (CASP) Coach is to provide coaching, guidance, and support to CASP participants. In the space below, describe two instances in which you provided coaching, guidance, and support working with others and discuss the impact you had in these situations.

## CASCP Coach Timeline

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Applications available                      **Ongoing**

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Applications due                              **Ongoing (based on Participant's CPSEL start date)**

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Review of applications/  
Interviews held                              **Ongoing**

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Offer of acceptance  
into coach pool                              **Ongoing**

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Initial coaching training                      **TBA**

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Coach stipend #1  
(\$1,350)                                      **After completion of third CPSEL**

Coach stipend #2  
(\$1,350)                                      **After completion of sixth CPSEL**

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Orientation meeting  
(Coach and Participant)                      **Determined by participant's acceptance date  
(August, November, or February)**

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Program begins                              **Based on participant's entry month/CPSEL  
(September, December, or March)**