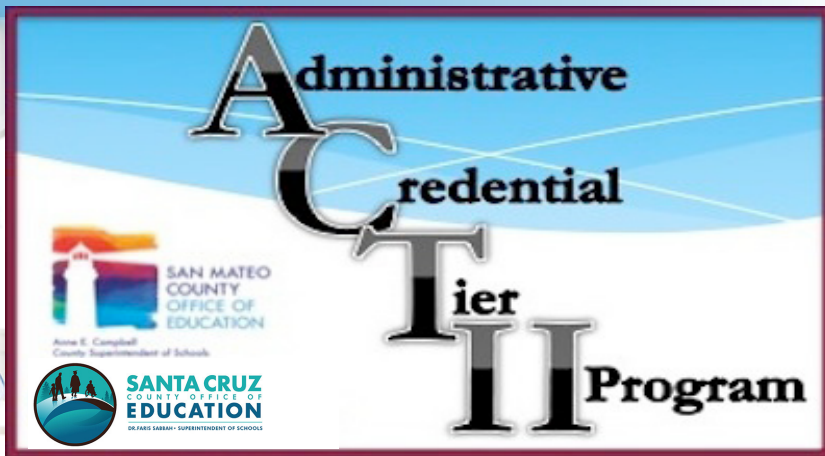


# Santa Cruz County Office of Education Administrative Services Clear Credential Program



## *Administrative Services Credential*

Administrative Services Credentials authorize the holder to provide the following school services in grades 12 and below, including preschool, and in classes organized primarily for adults:

- Develop, coordinate, and assess programs
- Supervise and evaluate certificated and classified personnel
- Manage school site, district, or county level fiscal services
- Recruit, employ, and assign certificated and classified personnel
- Develop, coordinate, and supervise student support services
- Promote shared leadership within organization
- Build effective partnerships with school community

## ADMISSION REQUIREMENTS

Candidates are granted admission to the program if they fulfill the following requirements:

- Preliminary Administrative Services Credential
- Current Administrative Position
- Candidate Application
- Direct Supervisor Questionnaire

## COST OF THE PROGRAM

Cost for administrators - \$6,500 over two years

Payments can be paid in two installments of \$3,250. each year, due 11/1/2021 & 11/1/2022.

Payments can be made in four installments of \$1,625. each semester, due 11/1/2021, 4/1/2022, 11/1/2022, & 4/1/2023.

Payments to Santa Cruz COE can be made by personal check or by Purchase Order from the Candidate's district. (Check with your district regarding financial support for these costs. Policies vary district to district.)

**2 mandatory class days (8am-3pm):**

**Tuesday, September 28, 2021 &  
Friday, October 8, 2021**

**(Minimum 15 candidates required)**

**Apply Online for the ACT II Program**

<https://forms.gle/eZRpAQzziMA9SYgv5>

For information, contact:

Angela Meeker, [ameeker@santacruzcoe.org](mailto:ameeker@santacruzcoe.org)

*"Having a cohort of administrators in ACT II helped me understand different aspects of administration outside of my own 'bubble'. I realized that I could affect change in ways beyond my immediate and pressing duties and focused on each CPSEL from a new perspective." - ACT II Program Completer*

# LEADERSHIP AT WORK FOR YOU

## San Mateo/Santa Cruz County Office of Education Administrative Credential Tier II (ACT II) Program

The San Mateo and Santa Cruz County Offices of Education form a consortium to provide the Professional Clear Administrative Services Credential Program to current administrators seeking to obtain their Clear Administrative Credential.

### ACT II Program Mission Statement

The Santa Cruz County Office of Education Clear Administrative Services Credential Program is committed to improving the leadership qualities of administrators by providing high-quality professional development, one-to-one mentoring, and a comprehensive program of support that includes ongoing assessment, feedback, collaboration, and reflection.

### ACT II SUPPORT

- One-on-one mentoring (40 hours over the course of 2 years is required)
- Individualized Leadership Growth Plan
- Ongoing Professional Development tied to the California Professional Standards for Educational Leaders (CPSELs)
- Options for individualized Professional Development
- Peer support
- Development of an e-Portfolio and a Leadership Presentation

### Completion of the Program

Requirements to merit recommendation for the Clear Administrative Services Credential include:

- Multiple measures will be used to evaluate each candidate's performance on the CPSELs. These measures include observations, anecdotal records, mentor recommendations, self-assessments with reflections, and e-Portfolio evidence.
- A final self-assessment will be conducted prior to exiting the program.
- It is the expectation of the program that all candidates will, at a minimum, meet standard practice on all components of the CPSELs.
- Each candidate will give a Leadership Presentation to a panel of experts at the conclusion of the program.

Should a candidate not meet the above requirements in the allotted two years, they will be required to file for an extension. Any and all costs associated with an extension will be the responsibility of the candidate.

*"The ACT II program helped me prepare, strategize and execute change. In a short amount of time, by having a clear mission, providing time and focus to meetings, keeping to our message and involving a lot of different voices, our school has quickly changed to a modern school while maintaining the classical elements that made it already great."* - ACT II Program Completer

