



Administrative Services Credential Clear Induction Program Induction Coach - Job Description and Activities

Requirements (proof of items listed is required prior to approval/hire and candidate pairing):

- Current Administrative Services Credential
- 5 years or more serving as a credentialed school administrator
- Two Letters of Recommendation
- Experience coaching

Onboarding and Training:

- Complete university assigned training (Blackboard platform overview, FERPA Tutorial, Harassment for Supervisors and Managers)
- Induction Coach Orientation provided via Zoom by the School of Extended Education.

Program Responsibilities:

- Provide 40 hours of coaching annually (4 hours per month average)
- Contact includes: face-to-face, via phone, email/text and Zoom
- Collaboratively develop Individualized Induction Plan (IIP) with candidate
- Provide ongoing coaching to facilitate leadership development according to the IIP
- Complete the Induction Portfolio Review and Assessment Rubric
- Complete Induction Coach Record
- Complete Induction Coach Reflection and Self-Assessment Summary

Program Responsibilities:

- Facilitate development of IIP goals, identification of Professional Development activities and implementation of action plans based upon selected CPSEL standards
- Facilitate problem solving, reflection and communication
- Assist in developing a leadership voice and shared vision
- Facilitate thinking around the development of school culture
- Model instructional coaching
- Collaborate on monitoring systems
- Facilitate thinking around professional learning supports to staff
- Facilitate problem solving in aligning resources to support teaching and learning
- Facilitate thinking regarding issues across systems
- Facilitate thinking on technology tools and resources