



REACH UNIVERSITY REACH INSTITUTE *for* SCHOOL LEADERSHIP

Reach Instructional Leadership Academy Preliminary Administrative Services Credential (Year 1) Application Information

Final application submission deadline is June 15th, 2024 (or until filled)

Thank you for your interest in the Reach Instructional Leadership Academy (ILA). The ILA at Reach University offers a tailored job-embedded pathway for aspiring school leaders, teacher leaders, and those pursuing roles in student services or organizational/central office leadership. We firmly believe that individuals in any educational role can develop a leadership mindset that positively impacts and inspires both systems and individuals within their sphere of influence. Through professional coaching and a cohort model, the Instructional Leadership Academy equips educators with skills to establish equitable systems and challenge patterns of inequity. Reach leaders foster an environment that encourages focused, critical, and engaged lifelong learning. The Instructional Leadership Academy aims to cultivate equity-focused, adaptive leaders committed to driving transformative systemic and institutional changes.

Our Approach

In the Reach ILA, you can expect to be intellectually challenged, and pushed to put new skills into practice. The program is designed to be **job-embedded** and helps you become a more effective leader immediately. Reach supports your individual initiative and you will receive **one-on-one coaching** to help you define and meet your goals. You will also be an integral part of a **small, committed cohort**, which ensures that each participant contributes to the collective learning of the group.

Our program is uniquely structured. You should expect to dedicate approximately 9-12 hours per week to the program including:

- **Summer Learning:** Over the summer candidates will engage in online learning as well as completing summer reading. Summer learning can be done remotely and is self-paced, but must be completed by the deadlines throughout the summer.
- **Professional Learning Seminars:** Candidates engage in a weekly virtual seminar, usually on Tuesday evenings, focused on conceptual and practical issues central to advancing instruction in schools. Seminars are primarily synchronous, with asynchronous work as appropriate. (3 hours each week)
- **Online collaboration:** Weekly online collaboration that includes reading thought-provoking research and practitioner-literature, followed by online discussions. (Approximately 3-4 hours per week)
- **Job-embedded Learning (Practicums):** Real time practicum, in which candidates collect and reflect on evidence of practice, including 3 authentic performance assessments of your instructional leadership skills. The practicums range from coaching cycles with teachers/staff, planning professional development arcs and facilitating communities of practice, to interviewing

different stakeholders and analyzing artifacts. On-site mentorship is also provided in partnership with Reach. (Job-embedded practicums approximately 3-6 hours per week)

- **Professional Leadership Coaching:** Practicums are supported by one-on-one coaching, approximately 10 individual coaching sessions, totalling a minimum of 10 hours over the course of the year.
- **Assessment:** All candidates will engage in Reach performance assessments. CA Preliminary Administrative Services Credential (PASC) candidates will take the required state assessment, the California Administrator Performance Assessment (CalAPA).
- **CalAPA Peer Support Sessions:** PASC candidates will engage in at least three CalAPA Peer Support Sessions throughout the year.

Credentials Earned

As a teacher-leader, aspiring principal, or current school leader, you may earn your PASC through the Instructional Leadership Academy (ILA) if you meet all applicable program requirements;

- Completion of Year 1, including passing the three CalAPA Leadership Cycles, leads to a California Preliminary Administrative Services Credential (PASC) and 2 professional certificates in coaching and facilitation.
- A California Clear Administrative Services Credential (CASC) may be completed in years 2 & 3 of the ILA.
- Candidates may continue in the program to earn a Master of Education in Instructional Leadership.

An administrative services credential authorizes the holder to provide the following school services in California public schools:

- Develop, coordinate, and assess instructional programs
- Evaluate certificated and classified personnel
- Provide students’ discipline
- Provide certificated and classified employees discipline
- Supervise 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

From the CTC website

[https://www.ctc.ca.gov/credentials/leaflets/admin-services-credential-california-\(cl-574c\)](https://www.ctc.ca.gov/credentials/leaflets/admin-services-credential-california-(cl-574c))

Preliminary Administrative Services Credential	Clear Administrative Services Credential	
Year 1 Acquiring and applying Instructional leadership knowledge and skill	Year 2 Advancing instructional leadership through action research	Year 3 Refining instructional leadership through reflective inquiry

Degree Earned (Optional)

Candidates seeking a Master's of Education in Instructional Leadership (M.Ed) can transfer units from Year 1 (PASC) into the M.Ed pathway to enroll in the Action Research Capstone year. Upon successful completion of the Year 1 coursework, all interested candidates will be required to complete an M.Ed application.

Tuition:

- Year 1 (PASC): \$9,100
- Year 2 (Administrator Induction 1 / CASC): \$6,125
- Year 3 (Administrator Induction 2 / CASC): \$6,125

The program application is available online [here](#). Please review the Reach ILA Program materials for details regarding eligibility, required documents, and payment options. If you would like to get started with the process, you can begin by asking for letters of recommendation, updating your resume to include professional development in which you have participated, and ordering official transcripts. If you have questions or would like additional information, please contact ILA@reach.edu.

Admissions Requirements

Admission to the Reach Instructional Leadership Academy PASC program is selective. In order to be considered for the Reach ILA, candidates must meet the following requirements, complete the online application, and submit all additional documentation.

1. □ **Employment:**
 - a. Be employed by a Reach partner school or member agency school (or one that is willing to become a partner school). If you are not employed by a Reach partner school or member agency and you are interested in the Reach PASC program, have school leadership contact program personnel (partnerschools@reach.edu) to inquire about establishing a Memorandum of Understanding between your school and Reach.
 - b. Your employment/site placement should include your ability to: 1) access school level data for analysis, 2) coach at least one teacher throughout the year, and 3) develop and facilitate a professional learning arc and community of practice (a small group of focused professionals) at your site.
 - c. There must be someone with an active California administrative credential available to serve as your site support mentor for your clinical practice assignment (PASC candidates only).
2. □ **Recommendation Form (2):** Obtain two recommendations, *one from your supervisor*, and an additional recommendation from someone who is familiar with your work, attesting to your suitability for assuming greater instructional leadership. Recommendation forms will be sent out directly to your requested recommenders through the application process.
3. □ **Clear Teaching Credential:** Hold a valid, active California Clear Teaching Credential (if your clear credential is pending or if your out of state credential is being evaluated, you may be provisionally enrolled in the program, but you must have a clear credential as of September 1st to continue in the program. Credentials will not be conferred without a valid California

Clear Teaching Credential) *PASC candidates only.

4. **Five years teaching/school-based experience:**
PASC candidates must have completed five years of full-time, teaching or school-based (pupil-services) experience, as described in the CTC [guidelines](#). Verification of experience must be submitted on the district or employing agency letterhead and signed by the superintendent, assistant superintendent, director of personnel, or director of human resources. School or district personnel other than the applicant must verify all experience.
5. **Academic Readiness - Transcripts:** Please submit official transcripts of your most recent university experience. Please be sure that the seal is not broken. Transcripts are used to demonstrate academic readiness by **ONE** of the following:
 - a. Completion of a Teacher Credential program from a regionally accredited college or university with a minimum grade point average of 3.0.
 - b. Completion of an undergraduate program (Bachelor of Arts or Bachelor of Science) from a regionally accredited college or university with a minimum grade point average of 3.0.
 - c. If you do not meet (a) then you must submit (b).
6. **Resume:** Please provide a current copy of your resume. Resume should show your relevant school-based experience; at least five years of full-time, school-based teaching experience (PASC); and include any professional development you have engaged in.

Once all required documents have been received, the candidate's application will be considered by the admissions committee after the opening of the rolling admissions deadline. Reach University will notify any candidate whose file is incomplete during the admissions window. The admissions committee will not review incomplete application files. Candidates may be contacted for a phone interview by the admissions committee, so please ensure that all contact information is accurate.

Candidates will be notified via email of the decision the admissions committee has made. Please ensure all email addresses are accurate. Candidates will be asked to confirm their participation in the program by submitting the required enrollment forms by the specified date. Please note that program offerings are contingent on minimal enrollment for each cohort.