



REACH UNIVERSITY REACH INSTITUTE *for* SCHOOL LEADERSHIP

Reach Instructional Leadership Academy Clear Administrative Services Credential 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.

Preliminary Administrative Services Credential

Year 1
Acquiring and **applying**
Instructional leadership knowledge
and skill

Clear Administrative Services Credential

Year 2
Advancing instructional
leadership through action
research

Year 3
Refining instructional
leadership through reflective
inquiry

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The Administrator Induction (CASC) includes:

- **Individualized Goal Setting:** Self-assessment, goal setting, action planning, aligned professional learning, reviewing progress based on the CPSELs (California Professional Standards for Educational Leaders).
- **Coaching:** Candidates are supported by a minimum of 40 hours of one-on-one coaching sessions over the course of each year for two years. Candidates are provided with professional coaches who are recently or currently serving in administrative positions.
- **Professional Learning Seminars:** Biweekly seminars and Intensives (see calendars for dates) focused on:
 - Induction 1: your inquiry for equity project and instructional coaching skills
 - Induction 2: your inquiry for equity project and stakeholder facilitation skills
 - Consultancies based on leadership readings
 - Guest lecturers on current topics for administrators
- **Online collaboration:** Online discussions about relevant reading or program experiences, such as job shadowing
- **Job-Embedded Learning (Practicums):** Real time practicums in which you collect and reflect on evidence of your instructional leadership practice and implementation of your inquiry projects.

Credentials Earned

In order to be eligible for the Administrator Induction/Clear ASC program, you must have a valid CA Preliminary Administrative Services Credential (PASC), a valid California clear teaching credential, 5 years of teaching experience, and hold an administrative position or hybrid administrative position (must meet the CTC criteria and LEA designation).

As a current school leader, you may earn your CA Clear Administrative Services credential through the two-year Administrator Induction/Clear ASC program in the Instructional Leadership Academy;

- *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))

Degree Earned (Optional)

CASC candidates seeking a Master's of Education in Instructional Leadership (M.Ed), in addition to their clear credential, can separately apply to the M.Ed pathway. Depending upon the number of transferable units, candidates can either enroll in the Year 1 courses on leadership development, or in the Year 2 Action Research Capstone year. All interested candidates will be required to complete an M.Ed application.

Tuition:

- Year 2: \$6,125
- Year 3: \$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 you have participated in, 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 Clear ASC 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) in an administrator or hybrid administrative role. If you are in a hybrid administrative role, you must be providing administrator services for at least 4 hours a day for 75% of the school year and your role must be designated as an administrator role by your district/LEA, as verified by the Superintendent or designee (usually HR). If you are not employed by a Reach partner school or member agency and you are interested in the Reach Clear ASC program, contact program personnel (partnerschools@reach.edu) to inquire about establishing a Memorandum of Understanding between your school and Reach.
 - Please submit a “Verification of Employment in an Administrative Position” form ([CL-777 form](#)) to ila@reach.edu.
 - b. Your administrative position should include your ability to coach at least one teacher throughout the year (Administrator Induction 1) and to facilitate a stakeholder group in decision making (Administrator Induction 2)
- 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) **Valid Clear Teaching Credential:** Hold a valid California Clear Teaching Credential (if your clear credential is pending, you may be provisionally enrolled in the program. Degrees or credentials will not be conferred without a valid California Clear Teaching Credential)
- 4) **Valid Preliminary ASC Credential:** Hold a valid Preliminary Administrative Services Credential.
- 5) **Five Years teaching experience:** Have completed five years of full-time, school-based teaching 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.

- 6) □ **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).
- 7) □ **Resume:** Please provide a current copy of your resume. Resume should show at least 5 years of full-time, school-based teaching experience and include any professional development you have participated in or led.

Once all required documents have been received, the candidate's application will be considered by the admissions committee after the deadline. Reach University will notify any candidate whose file is incomplete after the filing deadline. 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.