



## 2017–18 Administrator Induction Program Coach Application Process Overview

### ABOUT THE PROGRAM

Each Administrator Induction Program candidate will be assigned and experienced administrative coach. With the assistance of a coach, the candidate will demonstrate the application of knowledge and skills required of a professional administrator. The role of a coach is one of a guide, not an evaluator. The success of the relationship between the candidate and mentor is built upon trust, confidentiality and a commitment to the goals of the program.

### ADMINISTRATIVE COACH PROGRAM ELIGIBILITY

- Possess a valid Clear/Tier II Administrative Credential
- Completed three years or more of successful administrative service
- Have knowledge of the context and the job responsibilities of the candidate's placement
- Demonstrate a commitment to professional learning and collaboration
- Have the ability, willingness, and flexibility to meet administrator candidate needs for support

### COACH ROLES AND RESPONSIBILITIES

- Participate in all coach sessions required by the Program
- Submit all required documents (e.g., VCOE Registration, Coach Logs, Coach Program Surveys) by required due dates
- Assist the administrator candidate by collaboratively developing performance goals as part of an annual (IIP)
- Provide a minimum of forty hours of job-embedded coaching that is regular, consistent and ongoing throughout each year of the program
- Support the individual needs of the site administrator to develop competency, guidance, assistance, and information that leads the candidate to effective professional practices
- Support the administrator candidate's consistent practice of self-assessment, investigation and data gathering aligned to outcomes data, and goal setting that intertwines job-embedded leadership performances
- Facilitate candidate growth and development by providing modeling, classroom observation, guided reflection on practice, and feedback on classroom instruction
- Use formative assessment supports to inform administrator candidates about their professional performance and growth using a cycle of inquiry and continuous improvement