



Online Administrator Induction Credential Program Coach Qualifications, Roles, and Responsibilities

ABOUT THE PROGRAM

Each Administrator Induction Credential Program candidate will be assigned an 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 coach is built upon trust, confidentiality and a commitment to the goals of the program.

The Administrator Induction Credential Program, regularly assesses the quality of services provided by coaches to candidates, including participant feedback, direct observation of coaching, and candidate growth. Lead Mentors will provide formative feedback and ongoing support for individual coaching challenges, reflection on coaching practices, and opportunities for networking with colleagues.

COACH QUALIFICATIONS

- Possess a valid Clear Administrative Services Credential.
- Has completed three years or more of successful administrative service.
- Has knowledge of the context and the job responsibilities of the candidate's placement.
- Will demonstrate a commitment to professional learning and collaboration.
- Has the ability, willingness, and flexibility to meet administrator candidate needs for support.
- Preferably not the candidate's supervisor since coaching is non-evaluative.

COACH ROLES AND RESPONSIBILITIES

- Attend the online program orientation.
- Attend initial and ongoing coaches' trainings.
- Submit all required documents (e.g., VCOE Registration, Coach Logs, Coach Program Surveys) by required due dates.
- Assist the candidate by collaboratively developing performance goals as part of an annual Personalized Learning Plan (PLP).
- Provide a minimum of 40 hours of job-embedded coaching activities that are regular, consistent, and ongoing throughout each year of the program.
- Support the individual needs of the candidate to develop competency by providing guidance, assistance, and information that leads the candidate to effective professional practices.
- Support the candidate's consistent practice of self-assessment, investigation, and data gathering aligned to outcomes data and goal setting.
- Facilitate candidate growth and development by providing modeling, observation, guided reflection on practice, and feedback.
- Use formative assessment supports to inform candidates about their professional performance and growth using a cycle of inquiry and continuous improvement.
- Meet with Lead Mentor for Coaching feedback and support.