



School of Education **Preliminary Administrative Services Credential Program**

Roles and Responsibilities of Site Administrator (Fieldwork Supervisor Partnership Agreement)

As the direct supervisor of a candidate enrolled in the Riverside County Office of Education (RCOE) Preliminary Administrative Services Credential (PASC) Program, you will automatically serve as the candidate's fieldwork supervisor. It is critical that you know and understand the fieldwork requirements for your candidate as they will be fulfilling those requirements at your site.

Attend a brief Zoom session near the beginning of the candidate's program to review what your role as a site administrator/fieldwork supervisor means.

Assist the credential candidate in identifying opportunities to conduct in-field leadership observations with the criteria defined by the RCOE PASC Program.

Monitor the credential candidate's leadership roles during fieldwork assignments and verify that all aspects of the assignment have been completed.

Communicate with Program Director regarding concerns or candidate needs that the program staff needs to address to ensure candidate competence as defined by the RCOE PASC Program.

Complete the Confidential Fieldwork Supervisor Evaluation for the candidate and the Annual Program Survey for Administrators.

Participate in the Final Presentations of candidates under your supervision.

The fieldwork setting must be reflective of the following criteria:

Assist the credential candidate in identifying opportunities to complete each substantive fieldwork assignment associated with each course of the RCOE PASC Program, including the California Administrator Performance Assessment (CalAPA) Leadership Cycles.

Demonstrate commitment to collaborative student-centered practices and continuous program improvement;

Have partnerships with appropriate other educational, social, and community entities that support teaching and learning for all students;

Create a learning culture that supports all students;

Understand and reflect socio-economic and cultural diversity;

Support the candidate to access data, work with other educators, and observe teaching practice;

Permit video capture, where designated, for candidate reflection and APA task completion. Candidates must be able to record interactions with faculty, staff, and students.

Assure that there is a media release on file for all who are videotaped.

Name (Please print) _____

District _____

School _____

Signature _____ Date _____

Candidate Name _____