



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

Priority application deadline is May 3rd, 2021
Final application deadline is July 1, 2021 (or until filled)

Thank you for your interest in the Reach Instructional Leadership Academy (ILA). At Reach, we believe that quality teaching is at the heart of every quality school. Our innovative program is designed to build your knowledge and skills for the essential work of instructional leaders: ensuring effective instruction in caring classrooms so that each child has a great learning experience.

Our Approach

In the Reach ILA, you can expect to be intellectually challenged, relationally encouraged, and pushed to put new skills into practice. The program is designed to be **job-embedded** and helps you become a more effective leader right away. Reach supports your individual initiative and you will receive **one-on-one coaching from Reach faculty** to help you define and meet your goals. You will also be an integral part of a **small, committed cohort**. This closeness 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 you will engage in online learning as well as completing summer reading. Summer learning can be done remotely and at your own pace, but must be completed by the deadlines throughout the summer.
- **Professional Learning Seminars:** A weekly seminar focused on conceptual and practical issues central to advancing instruction in schools. (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)
- **Practicums:** Real time practicum, in which you collect and reflect on evidence of practice, including 3 authentic performance assessments of your instructional leadership skills. The practicum range from coaching cycles with teachers, to planning professional development arcs, to interviewing different stakeholders and analyzing artifacts. (Job-embedded practicums approximately 3-6 hours per week)
- **Coaching:** Practicums are supported by one-on-one coaching, averaging 10 individual coaching sessions with Reach faculty over the course of the year.
- **Assessment:** You will engage in Reach performance assessments as well as the required state assessment, the California Administrator Performance Assessment (CalAPA).
- **CalAPA Peer Review Sessions:** You will engage in three CalAPA Peer Review Sessions throughout the year.

Credentials Earned

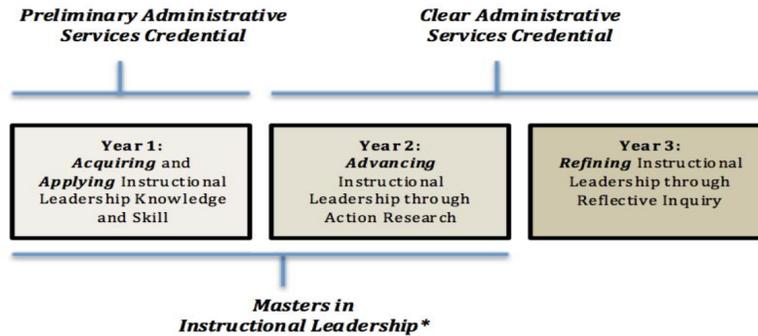
As a teacher-leader, aspiring principal, or current school leader (charter), you may earn your CA Preliminary Administrative Services credential through the Instructional Leadership Academy;

- Completion of Year 1, including passing the three CalAPA Leadership Cycles, leads to a California Preliminary Administrative Services Credential (PASC).

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Email: ila@reachinst.org

- Candidates who do not have an administrator position for Year 2, may continue in the program to earn a Master of Education in Instructional Leadership.
- Completion of Year 2 and Year 3 leads to a California Clear Administrative Services Credential (CASC) and the Reach Master of Education in Instructional Leadership.

ILA Program Sequence and Credentials Earned



- *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 <http://www.ctc.ca.gov/credentials/CREDS/admin-svcs.html>

Tuition (currently subsidized by grants):

- Year 1 (PASC): \$9,000
- Year 2 (Administrator Induction 1 only): \$6,750
- Year 2 (Master's Only Pathway): \$8,100
- Year 2 (Administrator Induction 1 and Master's Pathway): \$9,100
- Year 3 (Administrator Induction 2): \$5,500

The program application is now available online through our SonisWeb portal:

<https://reachinstsonis.jenzabarcloud.com/studapp.cfm>. 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@reachinst.org.

Admissions Requirements

Admission to the Reach Instructional Leadership Academy M.Ed/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). If you are not employed by a Reach partner school or member agency and you are interested in the Reach M.Ed/ASC program, contact program personnel (ILA@reachinst.org) 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 professional learning events 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.

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. *The required [recommendation form](#) is available for download from our website.*
 - a. Note: Each recommender must submit the completed recommendation form directly to ila@reachinst.org with the subject: "Applicant's Full Name - Letter of Recommendation" or by mail to the Reach office. See bottom of page one of this information packet for Reach office address.

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 October 1st to continue in the program. Degrees or credentials will not be conferred without a valid California Clear Teaching Credential)

4. **□ 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.

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; and include any professional development you have engaged in.
7. □ **Demonstration of Knowledge:** Demonstrate knowledge in the areas of Social Justice and Equity, Pedagogical Content Knowledge, Teaching for Universal Access, and Educational Psychology. Reach will analyze your demonstration of knowledge through **ONE or more** of the following:
- Successfully earning a preliminary teaching credential through the Reach Institute.
 - Successfully earning a clear teaching credential through the Reach Institute’s Teacher Induction & Clear Credentialing Program. *The Reach Instructional Leadership Academy program is designed to articulate with the Reach Teaching Academy programs.*
 - California credentialing coursework at a regionally accredited college or university.
 - Other experiences and professional learning as outlined on your résumé and narrative responses.

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. The Reach Institute 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.