

# CLEAR ADMINISTRATIVE SERVICES CREDENTIAL

## Program Description

The Clear Administrative Services Credential is a hybrid, individualized 8-unit induction program with embedded coaching that builds upon the preliminary administrative credential and prepares school administrators to establish and sustain a vital learning community that supports powerful teaching and learning for the success of all students. This is an **evidence-based program**. Candidates develop a plan for their graduate level coursework and fieldwork, building on the evidence of prior knowledge, skills, and dispositions that they bring into the program. This program is aligned with the California Professional Standards for Educational Leaders (CPSELs).

The Administrative Services Credential authorizes the holder to provide the following services in grades 12 and below, including preschool, and in classes organized primarily for adults:

- Develop, coordinate, and assess instructional programs.
- Evaluate certificated and classified personnel.
- Provide students' discipline, including but not limited to, suspension and expulsion.
- Provide certificated and classified employees discipline, including but not limited to, suspension, dismissal, and reinstatement.
- 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, including but not limited to extracurricular activities, pupil personnel services, health services, library services, and technology support services.

Prior to acceptance in the program, Professional Clear Induction Administrative Services Credential applicants must possess a valid Preliminary Administrative Services Credential. In addition, the applicant must be employed full-time in a position requiring an administrative credential. Statutory basis: Education Code Section 44270.

## Program Learning Outcomes

**Candidates who complete the Clear Administrative Service Credential program will be able to:**

**Equip:** Promote the success of all students by demonstrating an understanding of the greater political, social, economic, legal, and cultural context; responding to and influencing the greater political, social, economic, legal, and cultural context; and demonstrating the development of professional leadership capacity.

**Transform:** Promote the success of all students by responding to diverse community interests and needs; collaborating with families and community members; and modeling a personal code of ethics.

**Empower:** Promote the success of all students by facilitating the development, articulation, implementation, and stewardship of a vision of learning that is shared and supported by the school community; advocating, nurturing, and sustaining a school culture and instructional program conducive to student learning and staff development and

growth; and ensuring management of the organization, operation, and resources for a safe, efficient, and effective learning environment.

## Admission Requirements

### Admission to the University

Candidates are eligible to be considered for the Educational Leadership programs when the following conditions are met:

- Application;
- Two (2) letters of recommendation;
- Application fee;
- Official transcripts showing completion of a baccalaureate or higher-level degree from an accredited institution;
- Overall university grade-point average (GPA) of 3.000 or better on a four-point scale - a cumulative GPA of 3.000 alone does not guarantee acceptance into the program;
- Proof of valid Preliminary Administrative Services Credential;
- Proof of employment as a school administrator as defined in Education Code Section 44270;
- An interview with the area Program Admissions Chair;
- Formal acceptance to PLNU as a student.

### Program Admission Requirements

- Verification and Passage of the CBEST (credential students)
- Writing sample indicating graduate level writing ability. Writing sample should be in the form of an essay and respond to the following prompts:
  - Describe your professional career goals;
  - Describe the experiences that helped you determine these goals. You may want to include multi-cultural and professional experiences; and
  - Explain why you are applying to a Christian graduate program.
- Verification of experience (see above)
- Verification of teaching and/or administrative credentials held

Code	Title	Units
<b>Required Courses</b>		
GEL 7011	Educational Leadership: From the Inside Out	1
GEL 7012	Educational Leadership: Management of the Learning Environment	1
GEL 7013	Educational Leadership: Shaping a Culture of Teaching and Learning	1
GEL 7014	Educational Leadership: Family and Community Engagement	1
GEL 7015	Educational Leadership: Ethics and Integrity	1
GEL 7016	Educational Leadership: External Context and Policy	1
GEL 7017	Educational Leadership: Development and Implementation of a Shared Vision	1
GEL 7018	Educational Leadership: Capstone	1
<b>Total Units</b>		<b>8</b>