



Candidate Recruitment and Program Completion Monitoring

CCCOE is committed to recruiting and accepting a diverse population of candidates for our program. Recruitment occurs across our diverse county, through informational meetings held at the county offices and within school districts. Recruitment information is highlighted at a variety of county meetings including superintendents meetings, Curriculum Council meetings, etc. Informational material is posted on our website and brochures and flyers are given to every district and school site. We request district partners to seek out exemplary candidates and encourage them to attend our informational meetings.

Once candidates are accepted into the program, faculty members work closely with them, providing support, advice, and assistance to ensure successful completion of program requirements, successful entry into administrative positions, with a goal of retaining candidates in the profession. Four levels of oversight occur to support and monitor candidate preparation, ensuring that candidates demonstrate evidence of growth and development toward mastery of CAPEs.

Each candidate is assigned a faculty advisor prior to the program orientation. This advisor is the primary liaison between program leadership and the candidate. Communication occurs between advisor and candidate on an ongoing basis; virtually, on phone calls, and in person. The faculty advisor monitors student progression, monitoring course completion with a grade of "meets standards". If a candidate doesn't meet standards in a course, the faculty advisor, instructor, and candidate meet to identify needs in order to meet the course standard. The faculty advisor and course instructor follow up with the candidate to ensure successful completion. End of course signature project submissions are uploaded into the End of Program Portfolio, serving as a tool for ongoing monitoring.

Faculty advisors attend the Leadership Learning Seminar and Leadership Symposium, opportunities to monitor Candidate's skill development. Additionally, the faculty advisor signs off on all fieldwork experiences before the candidate begins. This helps monitor the required breadth of fieldwork experiences and diverse fieldwork environments. Faculty advisors meet with the site/district fieldwork supervisor and candidate to further

monitor fieldwork progress. The Fieldwork Project Log is evidence of ongoing monitoring.

The faculty advisor works with the candidate throughout the program, monitoring submissions for the End of Program Portfolio. Before the Leadership Symposium, the candidate and advisor review the End of Program Portfolio for quality and completion.

Monitoring also occurs through the Site/District Fieldwork Supervisor. Each candidate works with a professional in the field, many times a supervisor within their organization. The supervisor directly oversees fieldwork, meeting with the candidate regularly, monitoring fieldwork activities approved by the faculty advisor.

Program oversight occurs through the Program Coordinator, who meets with faculty regularly, reviewing the progression of candidate coursework and project submissions. Upon completion of the program requirements, the program coordinator collaborates with the CCCOE credential analyst to ensure the appropriate requirements have been met by all candidates.

The fourth level of oversight occurs through the Leadership Team, who monitors course and program evaluations, candidate progression, and credential acquisition. Their responsibility is to oversee the quality and effectiveness of the program.