



Faculty Advisor Roles and Responsibilities

The faculty advisor is an experienced school educational leader who is knowledgeable and committed to the CCCOE PASC Mission and Vision. This leader is knowledgeable about the state-adopted academic content standards, CSTPs, CAPEs, and CPSELs, and is involved in ongoing professional development that is aligned with the program mission and outcomes.

The Faculty Advisor:

- Supports candidates in identification and completion of fieldwork opportunities that ensure learning opportunities within all CAPEs.
- Approves fieldwork experiences to ensure a breadth of opportunities both in scope of the CAPEs as well as in diversity of environments.
- Provides feedback that is timely, constructive, and accurate.
- Serves as a liaison between program leadership and candidate, reviewing formative assessment data to ensure that candidate is on track for completion of fieldwork and other program responsibilities.
- Serves as a support to the site/district fieldwork supervisor, as needed.
- Participates in faculty meetings, program orientation, and end of program Leadership Symposium.
- Participates in CalAPA training, including understanding of CalAPA requirements, supporting documents available, scoring rubrics, and how the assessment is implemented.
- Provides support, guidance and coaching to candidates throughout the program, both virtually and in person.
- Provides support and guidance around the successful completion of CalAPA cycles, ensuring that all cycle submissions are the work of that candidate.

- Consults with the program coordinator and serves as a resource throughout the program, providing input and guidance in terms of candidate's program completion and CalAPA submissions.
- Works with candidates who do not receive passing scores on the CalAPA, coaching them around the feedback provided and supporting their next steps towards resubmission.
- Consider taking training and participating as a local scorer for the CalAPA
 - Potential local scorers must pass the assessment developer's initial training and calibration prior to scoring
 - Potential local scorers must remain calibrated throughout the scoring process.
- Completes online survey at the end of the program.