

EDA 637 - Equity Driven Educational Opportunities **Fieldwork Experience Roles and Responsibilities**

The following information outlines the roles and responsibilities of the individuals involved in the Fieldwork Experience:

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, **ensuring experiences from Title 1 schools and schools with significant student bodies from marginalized populations.**
- 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 district/site 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.
- 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.
- Completes online survey at the end of the program.

Site/District Fieldwork Supervisor:

- Supports candidates in identification and completion of fieldwork opportunities that ensure learning opportunities within all CAPEs.
- Serves as a partner with faculty advisor and candidate, supporting candidate fieldwork opportunities in order to maintain appropriate pacing for completion of fieldwork experiences.
- Assists candidates in professional networking and supports candidate participation in a variety of leadership experiences.
- Informs candidates of meetings that might expand leadership learning opportunities.
- Ensures a variety of school experiences, including Title 1 schools and schools with significant student numbers representing vulnerable and historically underrepresented populations.
- Clarifies candidate role to site staff, parents, and students.
- Oversees candidate completion of fieldwork experiences once determined.
- Provides support, guidance and coaching to candidates throughout the Fieldwork experiences.
- Consults with the program coordinator and serves as a resource throughout the program, providing input and guidance in terms of candidate's program completion.
- Completes online survey at the end of the program.

Candidate:

- Actively participates in all virtual and in person coursework for EDA 637.
- Participates in a wide range of fieldwork experiences that encompass a variety of leadership responsibilities and reflect all CAPEs.
- Participates in fieldwork experiences in a diverse range of environments, including experiences in Title 1 schools and schools with significant student numbers representing vulnerable and historically underrepresented populations.
- Obtains approval from faculty advisor for participation in fieldwork experiences.
- Maintains an updated Fieldwork Project Plan log.
- Participates in an extensive fieldwork project that involves analysis of multiple data sources, identification of a problem of practice, and facilitation of appropriate professional learning within a PLC.
- Participates in an entire teacher observation and feedback cycle.
- Actively participates in CalAPA trainings and seeks guidance as needed.
- Manages the use of technology in order to submit CalAPA Cycles in a timely manner.
- Works collaboratively with faculty and site/district advisors.
- Accepts support, coaching, and feedback from faculty and site/district advisors. Reflects and appropriately responds to feedback.
- Collaborates with the school/district leadership to ensure all those participating in the videotaping have a media release on file.
- Ensures all materials submitted as part of the CalAPA responses are handled appropriately and with privacy considerations, including the appropriate use of individual performance data.
- Maintains confidentiality.
- Communicates effectively.
- Completes all fieldwork responsibilities, including the Fieldwork Project Plan Log and CalAPA submissions.
- Actively participates in the Leadership Symposium.

- Completes online survey at the end of the program.