

PRINCIPAL LEADERSHIP INSTITUTE  
PRELIMINARY ADMINISTRATIVE SERVICES CREDENTIAL AND MASTER'S  
PROGRAM

**ADMINISTRATIVE FIELDWORK PLACEMENT CONFIRMATION**

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An essential component of the Preliminary Administrative Services Credential (PASC) and Masters Program in Education at the University of California, Berkeley involves significant and relevant administrative field experiences. **All applicants to the PASC Program are required to submit the following written commitment for fieldwork in a local school district. If this changes after application or acceptance, you must submit a new form.** The persons who sign this form are committed to supporting the field experience of this candidate.

This form is to be submitted by the applicant with his/her program application to the Admissions Office of the Berkeley School of Education at UC Berkeley.

1. Name of Applicant: \_\_\_\_\_
2. School/Agency: \_\_\_\_\_
3. District and Address: \_\_\_\_\_

Phone: \_\_\_\_\_

4. Types of administrative leadership experiences in which the candidate must engage during preparation to meet California State Administrator Standards and California Administrator Performance Assessment (CalAPA) requirements:

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| <ul style="list-style-type: none"> <li>* Curriculum development</li> <li>* Supervision/evaluation</li> <li>* Budgeting</li> <li>* School Operations ( daily)</li> <li>* Group problem solving &amp; decision-making</li> <li>* Access to and analysis of school and district student demographic and achievement data bases</li> <li>* Video recording of multiple meetings of a professional learning community</li> </ul> | <ul style="list-style-type: none"> <li>* Video recording of three elements of a non-evaluative coaching cycle with a teacher: pre-observation conference, instructional lesson, and post-observation conference</li> <li>* Program coordination</li> <li>* Group Leadership</li> <li>* Scheduling</li> <li>* Planning (short and long term)</li> <li>* In-service/staff development</li> <li>* School/community relations</li> <li>* Program Evaluation</li> </ul> |
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5. Personnel giving approval and support for field work experiences:

**Principal or other Site Supervisor:**

Signature indicates you will support candidate at site.

\_\_\_\_\_  
Name Signature

Title: \_\_\_\_\_

Phone: \_\_\_\_\_ Date: \_\_\_\_\_

email: \_\_\_\_\_

**District Official:**

*Preferably Assistant Superintendent or similarly titled official in charge of your school site. Note: Signature indicates you support this candidate for admission and you have reason to believe he/she is a strong applicant for a leadership program.*

\_\_\_\_\_  
Name Signature

Title: \_\_\_\_\_

Phone: \_\_\_\_\_ Date: \_\_\_\_\_

email: \_\_\_\_\_