



Orange County Department of Education
Preliminary Administrative Services Credential
APPLICATION FOR ENROLLMENT
Cohort 11



Print Name (Last) _____ (First) _____ (Middle) _____

Address (Street) _____ (City) _____ (Zip Code) _____

DOB: _____ SSN: _____

Ethnicity (Optional) _____

E-mail _____

Cell Phone () _____ Home Phone () _____

Present Position _____

Present School or Office _____

Work Phone () _____ Work Fax () _____

Local District or Division _____

Do you currently have a Masters Degree? Yes () No ()

Name of University _____

Degree Earned _____

List All California Credentials you hold that are current, valid, and on file with your District.

List all of your full-time certificated assignments that meet the minimum qualifying requirements for this program. List your most recent experience first. Be sure to list all immediate Principals/Supervisors in each assignment.

Position Title	School or Office	Dates from Mo./Yr.	Dates to Mo./Yr.	Principal or Immediate Supervisor Name and Title

I certify that all of the information contained in this application and all supplementary materials submitted are true and correct. I understand that the Administrative Academy may verify this information. I acknowledge that some of the ratings and results of my performance may be confidential.

Signature _____ Date _____

Please send completed applications to:
 Orange County Department of Education
 200 Kalmus Drive
 P.O. Box 9050, Costa Mesa, CA 92628
 Attention: Lucy McGinley



Date: _____

To: _____

From: Judy Levinsohn, Manager
OCDE Institute for Leadership Development

Subject: Recommendation for Orange County Department of Education
Preliminary Administrative Services Credential Program

The employee, _____, has submitted an application for the Orange County Department of Education PASC Program. Please complete the enclosed form no later than **August 26, 2016**, and return to:

Orange County Department of Education
Attention: Judy Levinsohn
P.O. Box 9050
Costa Mesa, CA 92628

If you have any questions, please contact Judy Levinsohn at (714) 708-5880 or jlevinsohn@ocde.us.

Thank you for your assistance.

Enclosure



Orange County Department of Education
 Instructional Services Division
Institute for Leadership Development

Preliminary Administrative Services Credential Program

CONFIDENTIAL RECOMMENDATION

Please Print

Applicant Last Name: _____ First Name: _____

School/Work Location: _____

Please check one:

- Strongly Endorsed
- Endorsed
- Not Endorsed at this Time

Comments:

Superintendent or Designee Name: (Please Print) _____

Superintendent or Designee Signature: _____

Date: _____

PLEASE RETURN THIS REFERENCE TO

Orange County Department of Education
 Institute for Leadership Development
 Attention: Judy Levinsohn, Manager
 P.O. Box 9050
 Costa Mesa, CA 92628

Recommendation

Supervisors Reference

Directions: Please check one of the boxes and use the space below to explain your evaluation of this candidate's decisiveness. **A comment is required for this dimension.**

DECISIVENESS – Readiness to make decisions renders judgments, take actions or commit oneself.

	Insufficient Opportunity to Observe	Performs Poorly in this Area	Is Developing Skills in this Area	Shows Strength in this Area	Show Exceptional Skills in this Area
Decisiveness					

Comments: (Required)

Why did you choose this rating?

JUDGEMENT – Developing alternative courses of action and making decisions which reflect factual information, are based on logical assumptions, and take organizational resources into consideration.

	Insufficient Opportunity to Observe	Performs Poorly in this Area	Is Developing Skills in this Area	Shows Strength in this Area	Shows Exceptional Skills in this Area
Judgment					

Comments: (Required)

Why did you choose this rating?

LEADERSHIP AND INFLUENCE – Utilizing appropriate interpersonal styles and methods in guiding individuals and groups toward task accomplishment; building cohesive cooperation and collaboration among the school’s stakeholders. Facilitating group process and the resolution of conflict.

	Insufficient Opportunity to Observe	Performs Poorly in this Area	Is Developing Skills in this Area	Show Strength in this Area	Shows Exceptional Skills in this Area
Leadership and Influence					

Comments: (Required)
 Why did you choose this rating?

EXTRA-ORGANIZATIONAL SENSITIVITY – Working with diverse populations and understanding of and sensitivity to various ethnic, cultural, linguistic, economic, and disability groups.

	Insufficient Opportunity to Observe	Performs Poorly in this Area	Is Developing Skills in this Area	Shows Strength in this Area	Shows Exceptional Skills in this Area
Extra-Organizational Sensitivity					

Comments: (Required)
 Why did you choose this rating?

INITIATIVE AND INNOVATIVENESS – Self starting rather than passively accepting. Taking action to achieve goals beyond what is necessarily called for. Organization action. Developing unique and creative solutions to complex problems.

	Insufficient Opportunity to Observe	Performs Poorly in this Area	Is Developing Skills in this Area	Shows Strength in this Area	Shows Exceptional Strength in this Area
Initiative and Innovativeness					

Comments: (Optional)

INSTRUCTIONAL LEADERSHIP – Working with Instructional Staff members to create most effective environment that will insure improved student achievement.

	Insufficient Opportunity to Observe	Performs Poorly in this Area	Is Developing Skills in this Area	Shows Strength in this Area	Shows Exceptional Skills in this Area
Instructional Leadership					

Comments: (Optional)

PLANNING AND ORGANIZING – Establishing and/or facilitating a course of action for self and/or others to accomplish a specific goal; planning the proper assignment of personnel and appropriate allocation of resources.

	Insufficient Opportunity to Observe	Performs Poorly in this Area	Is Developing Skills in this Area	Shows Strength in this Area	Shows Exceptional Strength in this Area
Planning and Organizing					

Comments: (Optional)