



4111 Las Virgenes Road  
Calabasas, CA 91302

[www.CenterEdX.lvusd.org](http://www.CenterEdX.lvusd.org)

818-878-5251

## **PASC Coach** Job Description

PASC Coaches in the Preliminary Administrative Services Credential Program support candidates through processing the candidate experience and through the completion of partnered Fieldwork opportunities. Following the application and interview process, PASC Coaches will be selected by the Center EdX Program Director and Fieldwork Instructors.

### Major Duties and Responsibilities

- Provide support and guidance to program candidates
- Facilitate coaching conversations through Partnered Fieldwork activities.
- Provide a minimum of 20 hours of additional coaching and support throughout the program year.
- Assist the candidate in finding fieldwork experiences that are designed to demonstrate mastery of the CAPEs and CACEs.
- Support the PASC candidates with the creation of their Capstone Project.
- Attend the Capstone Project presentation at the culmination of the program.
- Support Program Coordinator and provide regular updates regarding candidate progress.
- Maintain ongoing communication with PASC candidates, PASC Fieldwork Instructors and Program Coordinator.
- Participate in all present and future accreditation events with CTC.

### Knowledge, Skills, and Abilities

- Understanding of CAPE's and CACEs
- Clear knowledge of the effective components of coaching
- Ability to lead large and small groups through change efforts
- Ability to communicate effectively with various stakeholders within LVUSD and outside the organization

Supervision/Evaluation: Under the supervision and direction of the Assistant Superintendent of Administrative Services or designee.

### Minimum Qualifications:

PASC Coaches must be qualified individuals who meet the set minimum requirements including but not limited to:

- A strong commitment to professional learning, reflection, and collaboration
- A minimum of three years of administrative experience in a site, district or county office setting
- A Clear California Administrative Services Credential

### Working Conditions:

- Subject to classroom/office environment and community settings, which may include inside and outside environmental conditions

### Physical Conditions

- Visual capability to read handwritten or typed documents, and the display screen of various office equipment and machines
- Able to conduct verbal conversation
- Able to hear normal range verbal conversation (approx. 60 decibels)
- Able to sit, stand, stoop, kneel, bend and walk
- Able to sit for sustained periods of time
- Able to climb slopes, stairs, steps and ladders
- Able to lift up to 25 pounds
- Able to carry up to 25 pounds
- Able to operate office machines and equipment in a safe and effective manner
- Hearing and speaking to exchange information and make presentations
- Dexterity of hand and fingers to operate office equipment, carrying, pushing or lifting classroom equipment and supplies
- Reaching overhead, above the shoulders and horizontally
- Seeing to observe students/staff in classroom activities

### Stipend

Center EdX Level 5 (\$1550)

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