

Center for Educational Excellence | Graduate School of Education

CLASSIFIED EXECUTIVE LEADERSHIP PROGRAM

**GRADUATE
SCHOOL OF
EDUCATION**



Center for Educational
Excellence

Apply NOW
centeredx.org

CLASSIFIED EXECUTIVE LEADERSHIP PROGRAM



Dear Educator,

Since 2018, LVUSD's Center for Educational Excellence - Graduate School of Education has been established as a vibrant network of educators who have come together to grow, learn, and continually reinvent our practices to support students.

In addition to the accredited Preliminary Administrative Credential Program and Clear Administrative Credential Program, in 2022 we launched an ECE Certification Program and a MicroCredential Program. We continue to support and celebrate all of the amazing teachers, staff and leaders who have participated in the Center for Educational Excellence.

As we enter our sixth year as a Graduate School of Education, we are thrilled to launch one of our most ambitious and needed efforts yet- a Classified Executive Leadership Program (CELP). Classified staff makeup an integral, essential, and core component of all school and district leadership. That said, there are limited programs across the state to support their learning and growth. The Center EdX Graduate School of Education strives to be the first to fill this important need across the state.

We look forward to working with you!

Dr. Ryan Gleason

Hallie Chambers

Valerie Louthian

Jessie Sweeney

Meghan Jones

Tina Wilkie

CLASSIFIED EXECUTIVE LEADERSHIP PROGRAM



Application Requirements

Space is limited in the Classified Executive Leadership Program. The cohort size is capped at twenty Executive candidates. Please apply at CenterEdX.org under the **Classified Executive** Tab. Candidates will be connected with after applying regarding a group interview and writing sample.

Cost

All candidates who meet the application requirements and are currently employed within the Las Virgenes Unified School District will have all tuition and instructional materials costs waived. All out of district candidates will be billed \$950 for the cost of tuition and materials.

Benefits of an Executive Leader Certificate

Across the state of California, leadership programs for preparing Classified Leaders are limited. That said, in many districts, Classified Managers lead large amounts of staff and have extensive fiscal and legal oversight. Completion of the Executive Leader Certificate demonstrates to any employer that an applicant has:

- A thorough understanding of change leadership
- A depth of knowledge around school policy, practices, and regulations
- An appreciation and resourcefulness for all facets of school law
- Skillfulness in facilitating and coaching individuals and groups
- A breadth of tools for evaluating, coaching, and supporting employees with an understanding of fair and equitable labor laws
- Tools to navigate hard conversations and challenging circumstances
- A network of classified colleagues to lean upon in times of challenge.



APPLY AT [CENTEREDX.ORG](https://CenterEdX.org)

CLASSIFIED EXECUTIVE LEADERSHIP PROGRAM

GRADUATE
SCHOOL OF
EDUCATION

Center for Educational
Excellence

Course Overview

EDX 601: CHANGE LEADERSHIP IN CALIFORNIA EDUCATIONAL SYSTEMS

EDX 601 is designed to provide a background and basis for all work in CEDX Graduate School of Education. The course emphasizes the political, social, and economic background of education systems, finance and law. Major theories in educational leadership are introduced in this course as well as the relationship between theory and practice in the context of contemporary issues in California. There is a special focus on change leadership in this course. The course focuses on the relationships between federal, state, and local policies and introduces accountability systems for students, staff, and systems.



Dr. Ryan Gleason
Hallie Chambers



Valerie Louthian
Jessie Sweeney

EDX 602: COACHING FOR CAPACITY BUILDING

ED 602 focuses on strategies for facilitating relationships, trust, and capacity among staff. The course will focus on developing strategies for effective coaching, de-escalation, problem resolution, and building consensus will be practiced and shared. Participants will develop professional goals and create a plan for professional development. .

EDX 603: PERSONNEL LAW AND LEADERSHIP

This course focuses on systems for developing human capital within an educational system. Special emphasis is placed on the recruitment, selection, mentoring, and evaluation of personnel at all levels of employment as well as planning and implementing staff development programs that are aligned to the principles of adult learning theory. Candidates learn strategies for managing difficult conversations and how to manage the bargaining unit contract when leading staff. Candidates will learn protocols and practices for negotiations, documentation and discipline, and ensuring fair and equitable employment practices.



Dr. Steve Scifres
Hallie Chambers

APPLY AT [CENTEREDX.ORG](https://centeredx.org)

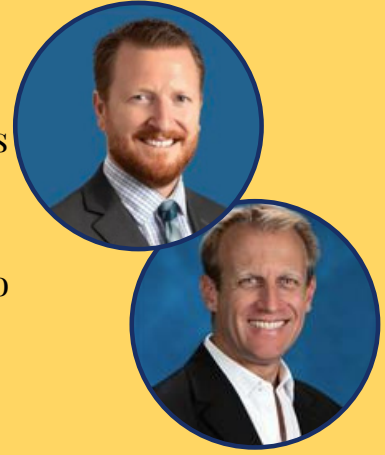
CLASSIFIED EXECUTIVE LEADERSHIP PROGRAM

Course Overview



EDX 604: SCHOOL LAW, POLICY, AND MANAGEMENT

This course will focus on organizational management and compliance with Federal, State, and local laws. The course will focus on key segments of California Education Code, Public Contract Code, the Field Act, Williams Act, Civic Center Act, and much more. The Classified Executive will learn how to navigate Board Policy and Administrative Regulations to ensure consistent and clear actions in response to all scenarios. Candidates will complete a capstone project in the course that encompasses all facets of the four program courses. Capstone presentations will be defended to a panel of Classified Leaders as closure to the program.



Dr. Ryan Gleason
Dr. Dan Stepenosky

CLASSIFIED EXECUTIVE LEADERSHIP PROGRAM



Calendar

All classes are in person from 2:00-4:00PM on the designated days. Candidates can only miss one class in the program to receive the full certificate.



CELP COHORT I 2024

JANUARY

| S | M | T | W | T | F | S |
|----|----|----|----|----|----|----|
| | 1 | 2 | 3 | 4 | 5 | 6 |
| 7 | 8 | 9 | 10 | 11 | 12 | 13 |
| 14 | 15 | 16 | 17 | 18 | 19 | 20 |
| 21 | 22 | 23 | 24 | 25 | 26 | 27 |
| 28 | 29 | 30 | 31 | | | |

FEBRUARY

| S | M | T | W | T | F | S |
|----|----|----|----|----|----|----|
| | | | | 1 | 2 | 3 |
| 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| 11 | 12 | 13 | 14 | 15 | 16 | 17 |
| 18 | 19 | 20 | 21 | 22 | 23 | 24 |
| 25 | 26 | 27 | 28 | 29 | | |

MARCH

| S | M | T | W | T | F | S |
|----|----|----|----|----|----|-----|
| | | | | | | 1 2 |
| 3 | 4 | 5 | 6 | 7 | 8 | 9 |
| 10 | 11 | 12 | 13 | 14 | 15 | 16 |
| 17 | 18 | 19 | 20 | 21 | 22 | 23 |
| 24 | 25 | 26 | 27 | 28 | 29 | 30 |
| 31 | | | | | | |

APRIL

| S | M | T | W | T | F | S |
|----|----|----|----|----|----|----|
| | 1 | 2 | 3 | 4 | 5 | 6 |
| 7 | 8 | 9 | 10 | 11 | 12 | 13 |
| 14 | 15 | 16 | 17 | 18 | 19 | 20 |
| 21 | 22 | 23 | 24 | 25 | 26 | 27 |
| 28 | 29 | 30 | | | | |

MAY

| S | M | T | W | T | F | S |
|----|----|----|----|----|----|----|
| | | | 1 | 2 | 3 | 4 |
| 5 | 6 | 7 | 8 | 9 | 10 | 11 |
| 12 | 13 | 14 | 15 | 16 | 17 | 18 |
| 19 | 20 | 21 | 22 | 23 | 24 | 25 |
| 26 | 27 | 28 | 29 | 30 | 31 | |

JUNE

| S | M | T | W | T | F | S |
|----|----|----|----|----|----|----|
| | | | | | | 1 |
| 2 | 3 | 4 | 5 | 6 | 7 | 8 |
| 9 | 10 | 11 | 12 | 13 | 14 | 15 |
| 16 | 17 | 18 | 19 | 20 | 21 | 22 |
| 23 | 24 | 25 | 26 | 27 | 28 | 29 |
| 30 | | | | | | |

JULY

| S | M | T | W | T | F | S |
|----|----|----|----|----|----|----|
| | 1 | 2 | 3 | 4 | 5 | 6 |
| 7 | 8 | 9 | 10 | 11 | 12 | 13 |
| 14 | 15 | 16 | 17 | 18 | 19 | 20 |
| 21 | 22 | 23 | 24 | 25 | 26 | 27 |
| 28 | 29 | 30 | 31 | | | |

AUGUST

| S | M | T | W | T | F | S |
|----|----|----|----|----|----|----|
| | | | | 1 | 2 | 3 |
| 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| 11 | 12 | 13 | 14 | 15 | 16 | 17 |
| 18 | 19 | 20 | 21 | 22 | 23 | 24 |
| 25 | 26 | 27 | 28 | 29 | 30 | 31 |

SEPTEMBER

| S | M | T | W | T | F | S |
|----|----|----|----|----|----|----|
| 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 8 | 9 | 10 | 11 | 12 | 13 | 14 |
| 15 | 16 | 17 | 18 | 19 | 20 | 21 |
| 22 | 23 | 24 | 25 | 26 | 27 | 28 |
| 29 | 30 | | | | | |

OCTOBER

| S | M | T | W | T | F | S |
|----|----|----|----|----|----|----|
| | 1 | 2 | 3 | 4 | 5 | |
| 6 | 7 | 8 | 9 | 10 | 11 | 12 |
| 13 | 14 | 15 | 16 | 17 | 18 | 19 |
| 20 | 21 | 22 | 23 | 24 | 25 | 26 |
| 27 | 28 | 29 | 30 | 31 | | |

NOVEMBER

| S | M | T | W | T | F | S |
|----|----|----|----|----|----|----|
| | | | | | 1 | 2 |
| 3 | 4 | 5 | 6 | 7 | 8 | 9 |
| 10 | 11 | 12 | 13 | 14 | 15 | 16 |
| 17 | 18 | 19 | 20 | 21 | 22 | 23 |
| 24 | 25 | 26 | 27 | 28 | 29 | 30 |
| 31 | | | | | | |

DECEMBER

| S | M | T | W | T | F | S |
|----|----|----|----|----|----|----|
| 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 8 | 9 | 10 | 11 | 12 | 13 | 14 |
| 15 | 16 | 17 | 18 | 19 | 20 | 21 |
| 22 | 23 | 24 | 25 | 26 | 27 | 28 |
| 29 | 30 | | | | | |

| | |
|----------------|---|
| EDX 601 | Change Leadership in California Education Systems |
| EDX 602 | Coaching for Capacity Building |
| EDX 603 | Personnel Law and Leadership |
| EDX 604 | School Law, Policy and Management |

CLASSIFIED EXECUTIVE LEADERSHIP PROGRAM



Academic Integrity Policy

The Las Virgenes Unified School District's credential programs are strengthened by our scholarship and integrity. As members of the academic community, we are responsible for maintaining and adhering to the highest standards of academic integrity. It is essential that all members of our Graduate School of Education practice academic honesty and accept individual responsibility for their work and actions. Any behavior or act which might be defined as dishonest or deceitful be met with the appropriate disciplinary sanctions up to and including the removal of the candidate from the program.

Academic dishonesty can take a number of forms including, but not limited to the following:

- **Cheating:** The copying of another's work, offering another's work as one's own, and/or having another person complete an assignment for oneself.
- **Fabricating:** The falsification or invention of any information or citation in an academic exercise. This includes omitting or falsifying data and/or sources, and otherwise violating the ethical principles of research.
- **Plagiarism:** The use of the intellectual creations of another without proper attribution. Plagiarism may take two forms:
 - a. Stealing or passing off as one's own the ideas or words, images, or other creative works of another
 - b. Using a creative production without crediting the source, even if only minimal information is available to identify it for citation.
 - c. Credit must be given for every direct quotation, for paraphrasing or summarizing a work (in whole, or in part, in one's own words), and for information, which is not common knowledge.
- **Misrepresentation of Academic Records:** Misrepresenting, tampering with, or attempting to tamper with any academic document either before or after enrollment in the program. This includes creating or falsifying transcripts, forgery, alteration, or misuse of official academic documents.
- **Colluding:** Knowingly or intentionally helping another to violate any provisions of this policy.

Any program candidate who is found to have violated the Academic Integrity Policy will meet with the Program Coordinator to determine sanctions. Depending on the severity of the violation, possible sanctions may include the following:

- The candidate may need to complete an alternate assignment while being financially liable for all associated administrative costs for creation, distribution, and documentation.
- The candidate may be formally dropped from the Credential Program and could be required to clear their credential through a different institution or in another year at the cost of the candidate.

CLASSIFIED EXECUTIVE LEADERSHIP PROGRAM



Attendance Policy

We understand that sometimes events occur that prevent you from attending a class. Please note that missing more than one class will result in needing to re-enroll in all or part of the program.

In addition:

- Candidates will be on time for each class and fully present with cameras on.
- Candidates will be in a consistent and quiet learning environment for the duration of class.
- Candidates will come to class prepared having done all their assignments and reading in advance.

The Classified Executive Leadership Program Calendar is included in this handbook for reference.

Leave of Absence- All Programs

To step away from the Credential Program for an extended period of time (i.e. medical leave, maternity leave, etc.), Candidates must notify the Program Coordinator and request a leave of absence from the Program. In order to do so he/she must:

- Contact the Program Coordinator to formally request, in writing, a leave of absence
- Complete the Leave of Absence Form
- The Program Coordinator will review the formal written request and Program

If a leave of absence from the program is granted, Candidates may not fulfill coursework that leads to program completion. Depending on when the Candidate goes out on leave and the duration of the leave, program staff can then best determine whether makeup would be allowed, or if re-enrolling the following academic year would be needed to ensure all requirements can be met.

CENTER FOR EDUCATIONAL EXCELLENCE CANDIDATE CONTRACT

OUR MISSION

It is the mission of Las Virgenes' Center for Educational Excellence to develop and deliver model programs, services, and professional development opportunities to our educational leaders. Through our core values, we are able to guide educators toward exemplary teaching and leadership practices and continued professional growth.

OUR VISION

Las Virgenes' Center for Educational Excellence fosters a professional learning community that prides itself on reflection. With the core belief that all students can achieve success, we provide a bridge that links theory and practice to support teachers and administrators in providing equitable learning experiences to meet the diverse needs of our student population.

We endeavor to be frontrunners in educational leadership by providing our participants with exemplary programs that guide and stretch them as professionals. Rooted in educational research, our programs develop our teachers and administrators into mindful, innovative leaders who create safe and inclusive learning environments for all students.

EFFECTIVE DATE: [DATE]

This Candidate Contract outlines the expectations for participating in any of the Center for Educational Excellence Credentialing Programs. By enrolling, you agree to follow these terms to ensure that we maintain a collaborative learning environment for all participants.

COMMUNITY AND COLLABORATIVE LEARNING:

- I understand that this program promotes a community of learners, where collaboration, respect, and diversity of thought are valued.
- I commit to actively participating in class discussions, group projects, and collaborative activities designed to enhance the learning experience for myself and my peers.
- I will contribute to a positive and inclusive learning environment, treating all fellow students and instructors with respect and consideration.

ENGAGEMENT AND PARTICIPATION:

- I will attend and actively participate in all scheduled classes, meetings, and online discussions as outlined in the course/program syllabus.
- I acknowledge that engagement extends beyond attendance, and I will strive to contribute constructively to class discussions and activities.
- I will come prepared to each session, having completed assigned readings, tasks, or assignments, and be ready to engage in meaningful discussions.
- I understand that I will need to be fully present for the full hours of instruction and maintain a consistent and quiet learning environment for the duration of class.
- I understand the mission and vision of this program is rooted in collaboration. I understand that 50% of my course grade is related to preparation and participation.

TIMELY COMMUNICATION:

- I will communicate promptly and effectively with my instructors and fellow students regarding any questions, concerns, or feedback related to the course/program.
- If circumstances arise that may affect my ability to meet course requirements, I will inform my instructors in advance and seek appropriate guidance.

ACADEMIC INTEGRITY:

I understand and will uphold the principles of academic integrity, refraining from any form of plagiarism, cheating, or dishonesty in all course-related activities.

I will adhere to the citation and referencing guidelines provided by the course/program and give proper credit to the ideas and work of others.

I understand that plagiarism is an automatic violation and could impact the status of my base credential through the Commission for Teacher Credentialing.

By signing below, I acknowledge that I have read, understood, and agree to the terms and expectations outlined in this Candidate Participation Contract. I am committed to active participation, collaboration, engagement, and contributing positively to the learning community.

CANDIDATE NAME: _____ DATE: _____

CANDIDATE SIGNATURE: _____

PROGRAM COORDINATOR NAME: _____

PROGRAM COORDINATOR SIGNATURE: _____

THE CENTER FOR EDUCATIONAL EXCELLENCE RESERVES THE RIGHT TO AMEND THIS CONTRACT AS NECESSARY TO MAINTAIN THE QUALITY AND INTEGRITY OF THE LEARNING EXPERIENCE.