

Transitional Kindergarten - 12th Grade Administrator

DESCRIPTION OF THE ROLE

The Administrative Services Credential authorizes the holder to provide the following services in grades 12 and below, including preschool, and in classes organized primarily for adults ([Source: CTC](#)):

- Develop, coordinate, and assess instructional programs.
- Evaluate certificated and classified personnel.
- Provide students' discipline, including but not limited to, suspension and expulsion.
- Provide certificated and classified employees discipline, including but not limited to, suspension, dismissal, and reinstatement.
- Supervise certificated and classified personnel.
- Manage school site, district, or county level fiscal services.
- Recruit, employ, and assign certificated and classified personnel.
- Develop, coordinate, and supervise student support services, including but not limited to extracurricular activities, pupil personnel services, health services, library services, and technology support services.

An individual **must** hold an Administrative Services Credential to provide the following services in grades preschool, K-12 and adults:

- Evaluate the quality and effectiveness of instructional services at the school site level.
- Evaluate of certificated personnel employed at the school site level, with the exception of the site administrator.
- Student and certificated personnel employee discipline services at the school site level.

EDUCATION REQUIREMENTS

Bachelor's degree or higher + Teaching Credential + 5 years of full time experience + Administrative Services Credential

SANTA CLARA COUNTY PROGRAMS THAT SUPPORT THIS PATHWAY

Contact **Educator Workforce Pathways** at the Santa Clara County Office of Education for program advising and coaching. **Website:** www.sccoe.org/epp