

### About CalAPA:

In September of 2013, the CTC amended requirements for earning a Preliminary Administrative Services Credential to include the passage of a [California Administrator Performance Assessment \(CalAPA\)](#).

The CalAPA is designed around three leadership cycles, which require educational leaders to demonstrate their ability to *investigate*, *plan*, *act*, and *reflect*. Each of the four steps are included in each of the cycles, with candidates providing evidence of their leadership practices during each step. Evidence may include video recordings, artifacts from meetings and events, or written narratives.

Candidates in the Cal Poly SOE ELAP Program will collect evidence and artifacts for CalAPA through their Fieldwork experiences. Candidates should be sure to discuss CalAPA requirements with their Fieldwork Administrator and collect any necessary permissions and media releases in order to submit artifacts.



**Cycle 1 – Analysis of School Site/District Data To Address Equity Gaps**

**Cycle 2 – Facilitating Collaborative Professional Learning With A Community of Practice**

**Cycle 3 – Coaching an Individual teacher to Improve Teaching and Learning**

In order to create a coherent and efficient fieldwork experience, the ELAP program is organized around thematic quarters that align to each of the Leadership Cycles. Candidates will find the best alignment between coursework, fieldwork, and CalAPA if they attempt to complete the Leadership Cycles during the following quarters:

Quarter 1 Organizational Leadership	Quarter 2 Instructional Leadership	Quarter 3 Managerial Leadership
<b>Organizational Leadership Coursework related to CalAPA:</b> <ul style="list-style-type: none"> <li>471/500 – Optional 1 Unit CalAPA Independent Study</li> <li>512 – Organizational Theory (CAPE 1B, 1C, 2C, 2D, 3A, 3B, 3C, 5C, 6A)</li> <li>513 – Leadership and Decision Making (CAPE 1B, 1C, 3C, 5A, 5B, 5C, 6A)</li> </ul>	<b>Instructional Leadership Coursework related to CalAPA:</b> <ul style="list-style-type: none"> <li>471/500 – Optional 1 Unit CalAPA Independent Study</li> <li>515 – Curriculum and Program Evaluation (CAPE 1A, 1B, 1C, 2B, 5A)</li> <li>516 – Personnel Supervision and Evaluation (CAPE 2B, 2C, 2D, 3B, 3D)</li> </ul>	<b>Managerial Leadership Coursework related to CalAPA:</b> <ul style="list-style-type: none"> <li>471/500 – Optional 1 Unit CalAPA Independent Study</li> <li>510 – Finance and Resource Allocation (CAPE 1B, 1C, 3A, 3B, 3C, 3D, 5B, 5c, 6A)</li> <li>511 – Law &amp; Governance (CAPE 3C, 5B, 5C, 6A)</li> <li>542 – Special Programs (CAPE 1A, 1B, 1C, 2B, 3A, 3D, 4A, 6B)</li> </ul>
<b>Organizational Leadership Fieldwork Tasks related to CalAPA:</b> <ul style="list-style-type: none"> <li>Collecting, analyzing, and sharing data to implement the vision</li> <li>Engage in and lead professional learning</li> <li>(CAPE 1C, 5A, 5B, 5C)</li> </ul>	<b>Instructional Leadership Fieldwork Tasks related to CalAPA:</b> <ul style="list-style-type: none"> <li>Guide staff to analyze student learning</li> <li>Create a culture of continuous improvement and adult learning</li> <li>Promote effective teaching</li> <li>(CAPE 1A, 2A, 2B, 2C, 2D)</li> </ul>	<b>Managerial Leadership Fieldwork Tasks related to CalAPA:</b> <ul style="list-style-type: none"> <li>Facilitate conversations about policy, governance, equity, diversity, etc.</li> <li>Engage in hiring, evaluating, supervising and resolving conflict</li> <li>(CAPE 3A, 3B, 3C, 6A)</li> </ul>
<b>Recommended CalAPA Leadership Cycle:</b> <ul style="list-style-type: none"> <li>Leadership Cycle 2 – Facilitating Collaborative Professional Learning With A Community of Practice</li> </ul>	<b>Recommended CalAPA Leadership Cycle:</b> <ul style="list-style-type: none"> <li>Begin Leadership Cycle 1 – Analysis of School Site/District Data to Address Equity Gaps</li> <li>Begin Leadership Cycle 3 – Coaching an Individual Teacher to Improve Teaching and Learning</li> </ul>	<b>Recommended CalAPA Leadership Cycle:</b> <ul style="list-style-type: none"> <li>Finish Leadership Cycles 1 &amp; 3 in time for CalAPA deadline</li> </ul>