



**Designated Subjects  
Supervision and Coordination  
Program Standards**

**Commission on Teacher Credentialing**

**Standards Adopted  
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# Guidelines of Quality and Effectiveness for Supervision and Coordination Credential Programs

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## Section I

### General Introduction

This document provides instructions for current sponsors of Designated Subjects Career Technology Education (CTE) Credential Preparation Programs who wish to develop a proposal to sponsor a Designated Subjects Supervision and Coordination Credential Program.

The credential requirements (Appendices A-E) and program guidelines were last updated in 1984 (Appendix C and D), and there continues to be a need to prepare experienced CTE credential holders for leadership positions in career technology programs and adult education programs.

Program standards for other Designated Subjects programs were revised and updated in the late 2000s. It was anticipated that the Supervision and Coordination, and Special Subjects Programs Standards would be revised at the same time, but that did not occur. In 2014, there were eight Supervision and Coordination Credential Programs in operation. Completers have found employment in Regional Occupational Programs (ROPs) and correctional agency schools.

## Section II

### Standards for Professional Preparation Programs

#### Definitions of Key Terms

California state law authorizes the California Commission on Teacher Credentialing to set standards and requirements for preparation programs (Ed Code 44225a, i, j, 44310, 44311).

#### Precondition

A precondition is a requirement for initial and continued program approval. Unlike standards, preconditions specify requirements for program compliance, not program quality. The Commission determines whether a program complies with the adopted preconditions based on a program document provided by the college or university. In the program review sequence, a program that meets all preconditions is eligible for a more intensive review to determine if the program's quality satisfies the Commission's standards. Preconditions for the approval of subject matter programs in English are on following pages.

#### Standards

Standards are statements of program quality adopted by the Commission on Teacher Credentialing to describe acceptable levels of quality in programs of subject matter study offered by regionally accredited colleges and universities that award baccalaureate degrees. Each standard is elaborated by Program Guidance for that standard. Programs must meet all of the applicable standards for both initial and continuing approval of a subject matter program by the Commission. The Commission determines whether a program satisfies a standard based on an intensive review of all available information provided by the program sponsor related to the standard.

#### Guidelines

Program guidelines are sometimes developed in place of program standards. Guidelines are intended to allow for flexibility in the design of preparation programs while ensuring program quality. While substantial flexibility for program design was intended in the development of these guidelines, they define critical aspects of program services and expectations of program quality, all of which must be fully and appropriately addressed by program sponsors.

## Preconditions

Preconditions are requirements that must be met in order for an accrediting association or licensing agency to consider accrediting a program sponsor or approving its programs or schools. Some preconditions are based on state laws, while other preconditions are established by Commission policy. Institutions are required to submit information related to the Preconditions to the Commission at three points in the accreditation system: 1) during year one of the accreditation cycle, 2) during year four of the accreditation cycle and 2) upon submitting a new program proposal.

There are essentially two kinds of preconditions. The first are the Commission's ten General Institutional Preconditions. These apply to all professional preparation programs—teacher and services credential preparation programs. These preconditions do not apply to subject matter programs.

The second type of preconditions apply to particular kinds of credential preparation programs. There are four Program Specific Preconditions that apply to all types of educator preparation programs. In addition, there are preconditions for many types of educator preparation programs. All program sponsors must respond to each of the applicable preconditions.

Click to the following link to locate the preconditions. <http://www.ctc.ca.gov/educator-prep/standards/Standards-Preconditions.pdf>.

*The required Preconditions for the **Supervision and Coordination Program** are: General Preconditions 1-10; Program Specific Preconditions 1-4, and 5-7.*

## Common Standards

The Common Standards address issues of institutional infrastructure, stability, and processes that are designed to ensure that the implementation of all approved programs is successful and meets all standards. Consequently, there is a single response to the nine Common Standards that reflects the institution's support of each of its educator preparation programs. Institutions are required to submit information related to the Common Standards to the Commission at two points in the accreditation system: 1) during year 5 of the accreditation cycle- the year before the accreditation site visit; and 2) upon submitting a new program proposal.

The institution must develop **one response** to the Common Standards that reflects institutional support for all approved educator preparation programs. In other words, individual programs do not respond to the Common Standards. The Common Standards document is inclusive of the entire unit, consequently only one Common Standards document will be submitted to the CTC for each approved institution/program sponsor regardless of how many approved programs are offered. Click on the following link to locate the Common Standards <http://www.ctc.ca.gov/educator-prep/STDS-common.html>.

If the institution's Common Standards are up to date and the institution submits a new program proposal, the institution must complete an addendum to the Common Standards that assures the Commission that the institution will support the proposed program in the same way it has supported other educator preparation programs. Click on the following link to locate the Common Standards Addendum <http://www.ctc.ca.gov/educator-prep/program-standards.html>.

The Common Standards Glossary should be consulted for definitions of any of the terms found in *italics* in the Common Standards.

## Section III

### Program Guidelines

#### **Guideline 1: Knowledge of Designated Subjects Programs**

Each candidate knows the purposes, characteristics, and activities of vocational and/or non-vocational Designated Subjects programs.

#### **Guideline 2: Planning, Organization and Management of Designated Subjects Programs**

Each candidate knows and applies the skills of planning, organizing, and managing Designated Subjects programs, which may include, but not be limited to:

- Program implementation planning;
- Conference leadership;
- Community relations and advisory processes;
- Program evaluation;
- Principles of student leadership and development.

#### **Guideline 3: Personnel Policy Development and Administration**

Each candidate knows and applies the skills of personnel policy development and administration, which may include, but not be limited to:

- Selection;
- Evaluation;
- Staff Development;
- Human Relations;
- Supervision.

#### **Guideline 4: Fiscal and Regulatory Concepts**

Each candidate knows and applies the fiscal and regulatory concepts related to Designated Subjects programs, which may include but not be limited to:

- Budgeting;
- Legislation;
- School law;
- Intra and interagency relations and;
- Funding sources.

## Appendix A

### California Education Code §44260.6

#### Minimum Requirements for the Designated Subjects Supervision and Coordination Credential

The minimum requirements for the designated subjects supervision and coordination credential shall include all of the following:

- (a) Possession of a designated subjects teaching credential, other than for part-time service.
- (b) Three years of full-time teaching experience in the subject named on the designated subjects teaching credential.
- (c) Completion of a commission-approved personalized preservice program in supervision and coordination.
- (d) The designated subjects supervision and coordination credential shall authorize the holder to supervise and coordinate designated subjects classes and programs.

(Added by Statutes 1982, c. 1361, p. 5006 § 9.)

## Appendix B

### California Administrative Code Title 5, § 80038.

#### Specific Requirements for and Authorization of the Designated Subjects Supervision and Coordination Credential.

§ 80038. Specific Requirements for and Authorization of the Designated Subjects Supervision and Coordination Credential.

- (a) The minimum requirements for the designated subjects supervision and coordination credential shall include all of the following:
- (1) A valid designated subjects teaching credential, other than for part-time service;
  - (2) Verification by the ESD of three years of full-time teaching experience in the subject named on the designated subjects credential;
  - (3) Verification by an LEA of completion of six semester units, or 90 clock hours, in a Commission-approved personalized preservice program in supervision and coordination as described in Section 80040.3;
  - (4) Verification of passage of the California Basic Education Skills Test, as specified in Education Code Section 44252;
  - (5) Submission of a completed application form signed by a Commission-approved LEA; the fee as specified in Section 80487; and documents as specified in (a)(2) and (a)(3).
- (b) Authorization. The designated subjects supervision and coordination credential authorizes the holder to supervise and coordinate subjects and classes in all types of designated subjects programs.
- (c) Period of Validity. The period of validity of the designated subjects supervision and coordination credential shall be determined by the expiration date of the designated subjects teaching credential, but may not exceed five years.

Note: Authority cited: Section 44225, Education Code. Reference: Sections 44252 and 44260.6, Education Code.

#### HISTORY

1. Repealer and new section filed 2-23-84; effective thirtieth day thereafter (Register 84, No. 8).
  1. New section filed 2-23-84; effective thirtieth day thereafter (Register 84, No. 8).
- This database is current through 8/1/14 Register 2014, No. 31

Cal. Admin. Code Tit. 5, § **80038**

## Appendix C

### California Administrative Code Title 5, § 80040.

#### General Requirements for Designated Subjects Programs of Personalized Preparation.

§ 80040. General Requirements for Designated Subjects Programs of Personalized Preparation.

(a) A LEA desiring to offer a program of personalized preparation for the designated subjects teaching credential or for the designated subjects supervision and coordination credential shall file with the Commission on Teacher Credentialing an application for approval, signed by the Chief Administrative Officer of the agency or agencies constituting the LEA. This application shall include a complete description of how the program will meet each standard of program quality and effectiveness with a particular focus upon how the LEA proposes to assure that candidates will acquire the competencies, skills, and knowledge required.

(b) The Commission will approve programs after the review of the application, when such application reflects that the program submitted by the LEA meets the requirements. Programs will be monitored by the Commission to determine if the requirements are being met.

Note: Authority cited: Section 44225, Education Code. Reference: Sections 44260.1, 44260.3 and 44260.5, Education Code.

#### HISTORY

1. Repealer of former Section 80040 and renumbering and amendment of former Section 80035 to Section 80040 filed 2-23-84; effective thirtieth day thereafter (Register 84, No. 8).
2. Amendment of section and Note filed 4-10-95; operative 5-10-95 (Register 95, No. 15).

Cal. Admin. Code tit. 5, § 80040

## Appendix D

### California Administrative Code Title 5, § 80040.1.

#### Cooperative Planning for and Implementation of the Program of Personalized Preparation.

§ 80040.1. Cooperative Planning for and Implementation of the Program of Personalized Preparation.

- (a) The purpose of the program of personalized preparation is to ensure that holders of designated subjects credentials possess competencies, skills and knowledge in accordance with Commission-approved standards of program quality and effectiveness.
- (b) The planning for the program of personalized preparation shall include the applicant, the ESD and the LEA. Great care shall be taken to include those program components which are specific to the background and present assignment needs of the applicant.
- (c) In the event of a difference of opinion between an LEA and an ESD as to whether a program of personalized preparation has been completed, the holder of a preliminary designated subjects credential may file an appeal pursuant to Article 6.

Note: Authority cited: Section 44225, Education Code. Reference: Sections 44260.1, 44260.3 and 44260.5, Education Code.

#### HISTORY

- 1. New section filed 2-23-84; effective thirtieth day thereafter (Register 84, No. 8).
  - 2. Amendment of section and Note filed 4-10-95; operative 5-10-95 (Register 95, No. 15).
- This database is current through 8/22/14 Register 2014, No. 34

#### 5 CA ADC § 80040.1.

## Appendix E

### California Administrative Code Title 5, § 80040.3.

#### Specific Requirements for Commission Approval of the Personalized Program in Supervision and Coordination.

§ 80040.3. Specific Requirements for Commission Approval of the Personalized Program in Supervision and Coordination Shall Include the Following:

- (a) Knowledge of the purposes, characteristics, and activities of vocational and/or nonvocational designated subjects programs.
- (b) Planning, organization, and management of designated subjects programs which may include, but not be limited to:
  - (1) Program Implementation Planning;
  - (2) Conference leadership;
  - (3) Community relations and advisory processes;
  - (4) Program evaluations;
  - (5) Principles of student leadership and development.
- (c) Personnel policy development and administration which may include, but not be limited to:
  - (1) Selection;
  - (2) Evaluation;
  - (3) Staff Development;
  - (4) Human Relations;
  - (5) Supervision.
- (d) Fiscal and regulatory concepts related to designated subjects programs which may include, but not be limited to:
  - (1) Budgeting;
  - (2) Legislation;
  - (3) School Law;
  - (4) Intra and interagency relations;
  - (5) Funding sources.

Note: Authority cited: Section 44225, Education Code. Reference: Section 44260.6, Education Code.

#### HISTORY

1. New section filed 2-23-84; effective thirtieth day thereafter (Register 84, No. 8).