

**Update on Work on the
Administrative Services Credential Program Standards
Professional Services Division
April 2009**

Overview of this Report

This agenda item presents an update on work to review the Administrative Services Credential Program standards in order to remove the required elements per direction by the Commission in an August 2008 agenda item: <http://www.ctc.ca.gov/commission/agendas/2008-08/2008-08-3H.pdf>.

The same process that was used for the work to review and suggest modifications to the Multiple Subject and Single Subject SB 2042 program standards has been used to this point. This process involved having a small group of experts in the field of administrator preparation work with the COA in accomplishing the task. This agenda item details work completed since the January 2009 COA meeting in which an update was provided to the COA about Commission direction on the topic.

Staff Recommendation

Staff recommends that the COA review the work to this point, discuss it and provide further direction before moving the item forward to the Commission. This would likely call for further review with stakeholders before the information moves to the Commission.

Background

In January, staff brought an agenda item to COA that provided background information on work the Commission wished to complete regarding the Administrative Services Credential: <http://www.ctc.ca.gov/educator-prep/coa-agendas/2009-01/2009-01-item-15.pdf>

The topics that staff was directed to address are provided below with a short summary of the work completed to date:

Topic 1: The Format of the Administrative Services Credential Program Standards

The August 2008 Commission agenda item stated:

“The adopted standards of quality and effectiveness include “Required Elements” following each standard. This format was used because at the time the standards were developed, the model of the SB 2042 standards for the Multiple and Single Subject Credential programs was followed. Thus, a preparation program was responsible for addressing all of the requirements stated in the standard statement as well as what was in each of the required elements. The original intent of this format was to ensure a consistent and equitable manner of providing high quality program

services to candidates across all programs in the state. At the February 2008 Commission meeting, the Commission took action stating its intent that the program standards statements for the Multiple and Single Subject Credentials should by themselves provide complete, clear and concise statements that define what the program must do to prepare educators and eliminate “Required Elements” from the standards. The Commission may want to consider whether it should take similar action regarding the Administrative Services Credential program standards at this time rather than waiting until the next review of the standards that is scheduled for 2013.”

The Commission directed staff to begin the work to remove the “required elements” in a similar process to the one used to revise the 2042 Multiple and Single Subject Program Standards. Specifically the work focuses on removing required elements and determining if they are already in the standard, should be added to the standard or were too prescriptive. The goal is to have clear standards for program design, but that are open enough for interpretation and implementation by a variety of institutions.

A small writing team of experts in administrator preparation familiar with current standards were contacted and agreed to participate in a first writing process. These experts represented university programs, Association of California School Administrators (ACSA), county offices of education and other agencies, such as WestEd. Some of those who agreed to help at this initial stage had been a part of the standards revisions in the 1990s. They were instrumental in beginning the alignment of the standards to the CPSELs. Although there was not a date when everyone could meet, the meeting date was set with others agreeing to give input on the draft.

At a two day meeting on February 17-18, 2009, the group reviewed some of the background of the development of the current standards, the work of the group that drafted the proposals to remove the Required Elements from the Multiple and Single Subjects Standards, and other efforts going on in the state regarding administrator preparation.

Since the standards will be reviewed in 2013 on the regular schedule established by the Commission and possibly revised more thoroughly at that time, the present group worked to edit the standards for clarity, coherence, consistency and ease of use, but not to rewrite or revise the standards significantly.

Each standard and required element was reviewed to see if the required elements were judged to be:

1. redundant to what was already stated in the standard, in which case it could be deleted.
2. was an addition to the standard, in which case there was discussion as to whether or not the language should be added to the standard or
3. was an explication of the standard, so it should be kept as a Program Planning Prompt Program Planning Prompts are not reviewed in accreditation activities.

Program Planning Prompts are designed to be statements that provide background information or additional detail without being prescriptive. Prompts are not used as a check list to ensure that each concept is covered. Rather, they provoke discussion and decision making in program design and implementation. It is not required that Program Planning Prompts be addressed in accreditation activities.

The group began by looking at the Candidate Competence Standards, Category III-Program Standards 10-15. By so doing, the rest of the review could be completed using “backward mapping” because it would be known what candidates were to understand, know and be able to do at the completion of a preliminary program.

A review of Program Standards 10-15 and the required elements indicated that there was much alignment between the required elements and the CPSELS, therefore the language of the CPSELS could be used as the standards. It was decided that in this early draft, the more complete language of the CPSELS would provide the detail needed in order to better understand the required candidate knowledge, skills and abilities.

Standards 1-9 were then reviewed in the same manner, with Required Elements deleted if they were already in the standards, incorporated into the standard or modified to be used as Program Planning Prompts.

Topic 2: The Adequacy of the Standards in Preparing Administrators Capable of Addressing the Needs of All Learners

Two changes were proposed in order to address the needs of all learners. In ***Program Standard 4: Equity, Diversity and Access***, there had been a clause that read “Candidates know the protections afforded by Education Code Chapter 587, Statutes of 1999 and learn how to work to ensure educational equity for all members of the school community”.

In order to make the standard clearer, the proposed change cites the Education Code and reads “The program provides opportunities for candidates to learn how to maximize academic achievement for students of all ethnic, racial, socioeconomic, cultural, academic, linguistic or family backgrounds; gender, gender identity and sexual orientation; students with disabilities and advanced learners; and students with a combination of special instructional needs.”

A second proposed edit would add a Program Planning Prompt to each of the program standards. The planning prompt would read “The program provides opportunities for candidates to learn how to maximize academic achievement for students of all ethnic, racial, socioeconomic, cultural, academic, linguistic or family backgrounds; gender, gender identity and sexual orientation; students with disabilities and advanced learners; and students with a combination of special instructional needs. (See Program Standard 4).” Inclusion of this prompt would help programs consider the topic of academic achievement for all students as they designed and implemented their administrative services programs.

Topic 3: The Relationship of the Commission’s Administrative Services Credential Program Standards to the California Professional Standards for Educational Leaders (CPSELs) as well as to the Interstate School Leaders Licensure Consortium (ISLLC) standards

In utilizing and aligning the revised wording of the program standards (Topic 1) to the more detailed CPSELs, the group addressed Topic 3 from the August 2008 Commission agenda item. There was one final topic to be addressed.

Topic 4: The Commission’s Adopted Examination for the Preliminary Administrative Services Credential

A Request for Proposals for a contractor was released and proposals are being reviewed in order to develop an examination that addresses the knowledge, skills, and abilities that an administrator in California needs. The examination development is scheduled to begin in summer 2009.

Additional focus on the preparation and work of school administrators

In addition, there are several groups studying and discussing leadership and administration of schools, primarily the principal, and the impacts on student achievement. As was noted in the August 2008 Commission agenda item:

Commission staff has been participating in the Integrated Leadership Development Initiative (ILDI). The purpose of ILDI is to collaboratively guide and support leader development and improve conditions of leadership through articulation, professional development, quality review, policy assessment and recommendations, and resource sharing and development so that there are highly accomplished leaders in every district and school in California. Other participants include the California Department of Education, California County Superintendents Educational Services Association/Curriculum and Instruction Steering Committee, California Comprehensive Center/West Ed, Association of California School Administrators, California State University, and County Offices of Education.

For the past year, a major task of the group has been to develop an operational definition of what knowledge, skills, and abilities characterize an “Exemplary Principal,” as derived from the California Professional Standards for Educational Leaders (CPSELs). The CPSELs, which are described further below, describe what California school administrators should know and be able to do. The definition of this set of knowledge, skills, and abilities was developed primarily for use in selecting and supporting exemplary principals for Quality Education Investment Act (QEIA) schools. For the upcoming year, a major task for the ILDI group

will be to review the changes in the Interstate School Leaders Licensure Consortium (ISLLC) standards and consider implications for the CPSELs. The group will also begin a workforce development plan for California administrators.

Commission staff is working to integrate the work of these groups with the Commission directed work on the standards and examination for administrator preparation.

- Appendix A provides a copy of the draft, revised standards, without any mark-ups.
- Appendix B is the work that was done on the standards with deletions identified and the proposed movement for each of the required elements--movement of element to the standard or the change of the required element to a Program Planning Prompt.
- Appendix C is a listing of those who were at the meeting and others who, although not at the meeting, agreed to be a part of the process and review the group's work.

Next Steps

It is in the context of administrator preparation and in the accreditation of programs that the COA also began having conversations about the Administrative Services Credential. In particular, COA members were concerned about the ability of principals to lead schools if they had taken and passed an examination (the School Leadership Licensure Assessment) and then completed a Guidelines based program, rather than completing the tier I and tier II standards-based programs. With the passage of an examination and completion of a guidelines-based program, an administrator might not have studied leadership, worked in the K-12 public schools, or focused on issues of particular concern to California such as finance and diversity.

APPENDIX A

DRAFT Revised Administrative Services Program Standards

Category I: Program Design, Coordination and Curriculum

Standard 1: Program Rationale and Design

The professional leadership preparation program includes a purposeful, developmental, interrelated sequence of learning experiences – some that are carried out in the field and some that occur in non-field settings – that effectively prepare candidates as instructional leaders in a variety of public schools and school districts. The design of the program is based on a sound rationale informed by theory and research aligned with (a) the principles articulated in the Candidate Competence and Performance Standards in Category III, and (b) the principles of various learning theories. The program is designed to provide extensive opportunities for candidates to learn and apply, and includes both formative and summative assessments based on the Candidate Competence and Performance Standards in Category III.

For an internship program, the design makes allowance for the fact that interns do not have all of the theoretical background desirable for successful service at the beginning of the program. The program shall ensure that interns have a basic understanding of the foundations of administrative practice and an understanding of their specific job responsibilities. Interns are given multiple, systematic opportunities to combine theory with practice. The program design clearly recognizes the particular needs of interns and provides an array of support systems designed to meet the needs of interns enrolled in the program.

Program Planning Prompts

The program design and its delivery form a cohesive set of learning experiences that are informed by adult learning theories and are designed to address the needs of prospective administrators enrolled in the program.

The program incorporates multi-media technologies to ensure that candidates develop an understanding of the importance, role and uses of technology for instructional support and improvement, administrative decision-making and the management of data in schools.

The program design incorporates the use of multi-media technologies in order to effectively prepare candidates as instructional leaders in a variety of public schools and public districts.

Standard 2: Program Collaboration

Each sponsor of an administrative preparation program establishes one or more partnerships that contribute substantively to the quality and effectiveness of the design and implementation of each candidate's preparation. Partnerships address significant aspects of professional preparation. An agreement between the partners is cooperatively established with each partner sharing the responsibility for the implementation and success of the program.

For Intern Programs: Cooperating partners recognize the critical importance of administrator preparation by substantively supporting the costs of cooperation through contributions of sufficient human and fiscal resources.

Program Planning Prompts

The sponsor of a professional leadership preparation program establishes one or more intensive partnerships with representatives of schools where candidates engage in program-based fieldwork.

Partners, such as Advisory Committees, fieldwork agreements and stakeholder groups, establish working relationships, coordinate joint efforts, and rely on each other for contributions to program quality. In discussing program issues, partners value the multiple perspectives of the respective members and draw openly on members' knowledge, professional expertise and practical skills.

Partners cooperate in developing program policies and reviewing program practices pertaining to the recruitment, selection and advisement of candidates; development of curriculum; delivery of instruction; selection of field sites; design of field experiences; selection and preparation of field experience supervisors; and assessment and verification of administrator competence.

Standard 3: Development of Professional Leadership Perspectives

By design, the program facilitates each candidate's development of a professional leadership perspective by providing extensive opportunities to analyze implement and reflect on the relationships between theory and practice concerning leadership, teaching, and learning in the context of contemporary school issues in California. The program offers exposure to the essential themes, concepts and skills related to the performance of administrative services, including but not limited to: relationship building; communication skills; the ability to articulate, apply and evaluate theories of leadership; an understanding of and ability to apply, model, and

analyze curriculum, instructional strategies, and assessment; an understanding of standards-based accountability systems; and the ability to use data to make decisions regarding program improvement. The program develops each candidate's understanding of how successful resource management affects successful instructional leadership.

Standard 4: Equity, Diversity and Access

The professional leadership preparation program provides each candidate with an opportunity to examine and reflect upon principles of educational equity and diversity and their implementation in school sites, including access to curriculum content and school practices for all students, teachers, staff, parents or caregivers and community members. The program prepares candidates to provide all students and their parents and guardians equitable access to the school, including the curriculum and other programmatic supports in the school. Through coursework and fieldwork, candidates examine their personal attitudes toward race, gender and socio-economic status; learn about ways to examine and confront issues around race, equity and diversity; and take leadership roles in discussions about equity, diversity and access. The program prepares candidates to facilitate and lead stakeholders to provide equitable access to the core curriculum and the school community. The program provides opportunities for candidates to learn how to maximize academic achievement for students for all ethnic, race, socioeconomic, cultural, academic, linguistic or family backgrounds; gender, gender identity and sexual orientation; students with disabilities and advanced learners; and students with a combination of special instructional needs. The program includes a series of planned experiences in which candidates learn to identify, analyze and minimize personal and institutional bias.

Program Planning Prompts

The program design includes the study and discussion of the historical and cultural traditions of the major racial, religious and ethnic groups in California society and an examination of effective ways to include cultural traditions and community values in the school curriculum and school activities.

The program design is explicit in developing each candidate's ability to recognize historical and philosophical forces that have given rise to institutional practices, such as systemic forms of racism and sexism, that serve to limit students' access to academic and social success and to create a safe and equitable school setting that establishes and contributes to the physical, social, emotional and intellectual safety of the diverse constituencies of the extended school community.

The program develops each candidate's capacity to recognize students' specific learning needs; develop policy and practices at the school site to ascertain student needs and place students in appropriate learning contexts; collaborate with teachers in developing instructional practices that guarantee full access to the curriculum; and identify and

provide resources for all students to have full access to the curriculum and opportunities to engage in extracurricular and co-curricular activities.

The program develops each candidate's understanding of the legal and financial implications of serving a diverse student population.

The program provides each candidate with an opportunity to (1) learn about federal, state and local laws, policies and practices that ensure appropriate accommodations for a diverse student population and (2) understand the role of the site administrator in monitoring and implementing legal and fiscal provisions.

Standard 5: Role of Schooling in a Democratic Society

The professional leadership preparation program provides each candidate with an opportunity to examine the principles of democratic education from a historical and policy perspective. The program prepares each candidate to understand the role of the school in preparing students as future citizens and to identify and analyze the variety of ideas and forces in society that contribute to a democratic society. The program prepares administrators who understand their responsibility in developing and nurturing public support, family participation, community engagement, labor relations and preparing students for the challenges of the future. The program includes the study of how historical and philosophical forces, as well as policy decisions and prevailing practices, have an impact on schooling.

Program Planning Prompts

The program provides each candidate with an opportunity to understand the relationship between federal, state and local policy and practice with respect to the role that government policy has in ensuring democratic education for all students.

The program provides each candidate with an opportunity to understand labor relations, contract compliance and collective bargaining as it relates to schooling in a democratic society.

Standard 6: Opportunities to Learn Instructional Leadership

The professional leadership preparation program provides multiple opportunities in the program curriculum for each candidate to learn, practice and reflect on the role of instructional leaders as delineated in Standards 10-15 of candidate competence and performance in Category III. The role of the instructional leader is central to the functioning of an effective school, and thus the program provides multiple, systematic opportunities for the candidate to connect theory to practice and develop the knowledge, skill and disposition to foster effective teaching in the service of student achievement. The program curriculum prepares each candidate to view all aspects of leadership through the lens of student learning. The program includes

comprehensive, systematic formative and summative assessments that address the full range of competencies described in Category III, Standards 10-15.

Program Planning Prompts

The program provides knowledge, skills, guided practice and feedback so that candidates are able to promote the success of all students by

- facilitating the development, articulation, implementation, and stewardship of a vision of learning that is shared and supported by the school community. See candidate competencies in Standard 10.
- advocating, nurturing and sustaining a school culture and instructional program conducive to student learning and staff professional growth. See candidate competencies in Standard 11.
- ensuring management of the organization, operations, and resources for a safe, efficient, and effective learning environment. See candidate competencies in Standard 12.
- collaborating with families and community members, responding to diverse community interests and needs, and mobilizing community resources. See candidate competencies in Standard 13.
- modeling a personal code of ethics and developing professional leadership capacity. See candidate competencies in Standard 14.
- understanding, responding to, and influencing the larger political, social, economic, legal and cultural context. See candidate competencies in Standard 15.

The program provides opportunities for candidates to learn how to maximize academic achievement for students for all ethnic, race, socioeconomic, cultural, academic, linguistic or family backgrounds; gender, gender identity and sexual orientation; students with disabilities and advanced learners; and students with a combination of special instructional needs. (See Program Standard 4).

Category II: Field Experiences in the Standards

Standard 7: Nature of Field Experiences

In the program of administrator preparation, candidates participate in significant field experiences that are designed to facilitate the application of theoretical concepts in practical settings. Each candidate addresses the major duties and responsibilities authorized by the administrative services credential as articulated in Standards 10-15. Field experiences include intensive experiences in a variety of diverse and realistic settings both in the day-to-day functions of administrators and in longer-term policy design and implementation.

For an internship program: For this standard, the definition of "field experiences" includes, but is not limited to, the responsibilities of the internship assignment.

For an internship program, an assessment of the internship assignment is made to

determine what additional experiences need to be planned for the candidate to provide a full range of administrative experiences. Specific supplementary administrative experiences are assigned to interns on the basis of the assessment.

Program Planning Prompts

Authentic and significant field experiences addressing a variety of school levels, settings and a wide range of the typical responsibilities of a full-time administrator are required for each candidate, including field experiences, at least one experience at a site with a diverse school population.

Standard 8: Guidance, Assistance and Feedback

The program sponsor has an effective system by which the candidate's performance is guided, assisted and evaluated in each field experience. In this system, at least one field/clinical supervisor and at least one program supervisor provide complete, accurate and timely feedback including constructive suggestions for improvement to the candidate.

For an internship program: For this standard, the definition of "field experiences" includes, but is not limited to, the responsibilities of the internship assignment.

Category III: Standards of Candidate Competence and Performance

Standard 9: Assessment of Candidate Performance

Prior to recommending each candidate for a Preliminary Administrative Services Credential, one or more persons responsible for the program determine on the basis of thoroughly documented evidence that each candidate has demonstrated a satisfactory performance on the full range of standards of candidate competence and performance in Standards 10 through 15. Satisfactory performance is defined as achieving minimal competence as expected for entry-level administrators. During the program, candidates are guided and coached on their performance in relation to the standards of candidate competence and performance using formative assessment processes. Verification of candidate competence is provided by a representative of the program sponsor and at least one field/clinical supervisor.

Program Planning Prompts

The assessment includes two or more assessment methods such as performance, portfolio, presentation, research project, field-experience journal, work sample, interview, oral examination and written examination.

The systematic procedures that govern the summative assessment include a defensible process and criteria, such as rubrics, for evaluating performance, an appeal process, and a procedure for candidates to repeat portions of the assessment as needed.

The program sponsor ensures that thorough records of each candidate's performance in the summative assessment are maintained.

The program staff periodically evaluates the quality, fairness and effectiveness of assessment practices and uses assessment data as one source of information about the quality of the preparation program.

Standard 10: Vision of Learning

Each candidate is able to promote the success of all students by facilitating the development, articulation, implementation, and stewardship of a vision of learning that is shared and supported by the school community.

Each candidate:

- **facilitates the development of a shared vision for the achievement of all students based upon data from multiple measures of student learning and relevant qualitative indicators**
- **communicates the shared vision so the entire school community understands and acts on the school's mission to become a standards-based education system**
- **uses the influence of diversity to improve teaching and learning**
- **identifies and addresses any barriers to accomplishing the vision**
- **shapes school programs, plans, and activities to ensure that they are integrated, articulated through the grades, and consistent with the vision**
- **leverages and marshals sufficient resources, including technology, to implement and attain the vision for all students and all subgroups of students.**

Program Planning Prompts

Satisfactory performance is defined as achieving competence as expected for entry-level administrators.

The program provides opportunities for candidates to learn how to maximize academic achievement for students for all ethnic, race, socioeconomic, cultural, academic, linguistic or family backgrounds; gender, gender identity and sexual orientation; students with disabilities and advanced learners; and students with a combination of special instructional needs. (See Program Standard 4).

Standard 11: Student Learning and Professional Growth

Each candidate is able to promote the success of all students by advocating, nurturing, and sustaining a school culture and instructional program conducive to student learning and staff professional growth.

Each candidate:

- **shapes a culture in which high expectations are the norm for each student as evident in rigorous academic work**
- **promotes equity, fairness, and respect among all members of the school community**
- **facilitates the use of a variety of appropriate content/based learning materials and learning strategies that recognize students as active learners, value reflection and inquiry, emphasize the quality versus the amount of student application and performance, and utilize appropriate and effective technology**
- **guides and supports the long-term professional development of all staff consistent with the ongoing effort to improve the learning of all students relative to the content standards**
- **provides opportunities for all members of the school community to develop and use skills in collaboration, distributed leadership, and shared responsibility**
- **creates an accountability system grounded in standards-based teaching and learning**
- **utilizes multiple assessments to evaluate student learning in an ongoing process focused on improving the academic performance of each student.**

Program Planning Prompts

Satisfactory performance is defined as achieving competence as expected for entry-level administrators.

The program provides opportunities for candidates to learn how to maximize academic achievement for students for all ethnic, race, socioeconomic, cultural, academic, linguistic or family backgrounds; gender, gender identity and sexual orientation; students with disabilities and advanced learners; and students with a combination of special instructional needs. (See Program Standard 4).

Standard 12: Organizational Management for Student Learning

Each candidate promotes the success of all students by ensuring management of the organization, operations, and resources for a safe, efficient, and effective learning environment.

Each candidate:

- **sustains a safe, efficient, clean, well-maintained, and productive school environment that nurtures student learning and supports the professional growth of teachers and support staff**
- **utilizes effective and nurturing practices in establishing student behavior management systems**
- **establishes, monitors and evaluates school structures, and processes that support student learning**
- **utilizes effective systems management, organizational development, collaboration, problem-solving and decision-making techniques**
- **aligns fiscal, human and material resources to support the learning of all subgroups of students**
- **recruits, selects, monitors and evaluates staff**
- **manages legal and contractual agreements and records in ways that foster a professional work environment and secure privacy and confidentiality for all students and staff.**

Program Planning Prompts

Satisfactory performance is defined as achieving competence as expected for entry-level administrators.

The program provides opportunities for candidates to learn how to maximize academic achievement for students for all ethnic, race, socioeconomic, cultural, academic, linguistic or family backgrounds; gender, gender identity and sexual orientation; students with disabilities and advanced learners; and students with a combination of special instructional needs. (See Program Standard 4).

Standard 13: Working with Diverse Families and Communities

Each candidate promotes the success of all students by collaborating with families and community members, responding to diverse community interests and needs, and mobilizing community resources.

Each candidate:

- **recognizes and respects the goals and aspirations of diverse family and community groups**
- **values diverse community stakeholder groups and treats all with fairness and respect**
- **incorporates information about family and community expectations into school decision-making activities**
- **strengthens the school through the establishment of community, business, institutional, and civic partnerships**
- **communicates information about the school on a regular and predictable basis through a variety of media**
- **supports the equitable success of all students and all subgroups of students by mobilizing and leveraging community support services.**

Program Planning Prompts

Satisfactory performance is defined as achieving competence as expected for entry-level administrators.

The program provides opportunities for candidates to learn how to maximize academic achievement for students for all ethnic, race, socioeconomic, cultural, academic, linguistic or family backgrounds; gender, gender identity and sexual orientation; students with disabilities and advanced learners; and students with a combination of special instructional needs. (See Program Standard 4).

Standard 14: Personal Ethics and Leadership Capacity

Each candidate promotes the success of all students by modeling a personal code of ethics and developing professional leadership capacity.

Each candidate:

- **models personal and professional ethics, integrity, justice, and fairness, and expects the same behaviors from others**
- **protects the rights and confidentiality of students and staff**
- **uses the influence of office to enhance the educational program, not personal gain**
- **makes and communicates decisions based upon relevant data and research about effective teaching and learning, leadership, management practices and equity**
- **demonstrates knowledge of the standards-based curriculum and the ability to integrate and articulate programs throughout the grades**
- **demonstrates skills in decision-making, problem solving, change management, planning, conflict management, and evaluation and fosters and develops those skills in others**
- **reflects on personal leadership practices and recognizes their impact and influence on the performance of others**
- **engages in professional and personal development**
- **encourages and inspires others to higher levels of performance, commitment, and motivation**
- **sustains personal motivation, commitment, energy and health by balancing professional and personal responsibilities.**

Program Planning Prompts

Satisfactory performance is defined as achieving competence as expected for entry-level administrators.

The program provides opportunities for candidates to learn how to maximize academic achievement for students for all ethnic, race, socioeconomic, cultural, academic, linguistic or family backgrounds; gender, gender identity and sexual orientation; students with disabilities and advanced learners; and students with a combination of special instructional needs. (See Program Standard 4).

Standard 15: Political, Social, Economic, Legal and Cultural Understanding

Each candidate promotes the success of all students by understanding, responding to, and influencing the larger political, social, economic, legal, and cultural context.

Each candidate:

- **works with the governing board and district and local leaders to influence policies that benefit students and support the improvement of teaching and learning**
- **influences and supports public policies that ensure the equitable distribution of resources and support for all subgroups of students**
- **ensures that the school operates consistently within the parameters of federal, state, and local laws, policies, regulations and statutory requirements**
- **generate support the school by two-way communication with key decision-makers in the school community**
- **views oneself as a leader of a team and also as a member of a larger team**
- **opens the school to the public and welcomes and facilitates constructive conversations about how to improve student learning and achievement.**

Program Planning Prompts

Satisfactory performance is defined as achieving competence as expected for entry-level administrators.

The program provides opportunities for candidates to learn how to maximize academic achievement for students for all ethnic, race, socioeconomic, cultural, academic, linguistic or family backgrounds; gender, gender identity and sexual orientation; students with disabilities and advanced learners; and students with a combination of special instructional needs. (See Program Standard 4).

APPENDIX B

Current Standards with Deletions and Additions Proposed by the Writing Group

Category I: Program Design, Coordination and Curriculum

Standard 1: Program Rationale and Design	
<p>The professional leadership preparation program includes a purposeful, developmental, interrelated sequence of learning experiences – some that are carried out in the field and some that occur in non-field settings – that effectively prepare candidates as instructional leaders in a variety of public schools and school districts. The design of the program is based on a sound rationale informed by theory and research aligned with (a) the principles articulated in the Candidate Competence and Performance Standards in Category III, and (b) the principles of various learning theories. The program is designed to provide extensive opportunities for candidates to learn and apply, and includes both formative and summative assessments based on the Candidate Competence and Performance Standards in Category III.</p>	
<p>An accreditation team determines whether the preliminary preparation program meets this standard based on evidence provided by the program. The team must determine that the quality of the program has been clearly and effectively substantiated in relation to the following elements.</p>	Delete will be addressed in Handbook
<p>1(a) The design of the program contains essential principles that are clearly grounded in a well reasoned rationale, which draws on sound scholarship and theory anchored to the knowledge base of administrator preparation, is articulated clearly, and is evident in the delivery of the program's coursework and fieldwork.</p>	Delete
<p>1(b) The program design and its delivery form a cohesive set of learning experiences that are informed by adult learning theories and are designed to address the emerging, developing needs of prospective administrators enrolled in the program.</p>	Program Planning Prompt
<p>1(c) The program incorporates multi-media technologies to ensure that candidates develop an understanding of the importance, role and uses of technology for instructional support and improvement, administrative decision-making and the management of data in schools.</p>	Program Planning Prompt.
<p>1(d) The design of the coursework and fieldwork experiences provides each candidate with opportunities to learn about and manage the use of technology for the improvement of the instructional program.</p>	Delete
<p>1(e) The program has an organizational structure that provides for coordination of the administrative components of the program that facilitates each candidate's completion of the program.</p>	Delete

Standard 1: Program Rationale and Design	
1(f) Coursework and field experiences utilize a variety of strategies for professional instruction and provide multiple opportunities for candidates to learn and practice the Candidate Competence and Performance Standards in Category III, including opportunities to observe administrative practices in diverse settings.	Delete
1(g) For an internship program, the design makes allowance for the fact that interns do not have all of the "theoretical" background desirable for successful service at the beginning of the program. Interns are given multiple, systematic opportunities to combine theory with practice. The program design clearly recognizes the particular needs of interns and provides an array of support systems designed to meet the needs of interns and non-interns enrolled in the program.	Move to Intern area under Standard.
1(h) The program design includes planned processes for the comprehensive assessment of individual candidates on all competencies addressed in the program. Criteria are established for individual candidate competency and a clear definition of satisfactory completion of the program is established and utilized to make individual recommendations for the Preliminary Administrative Services Credential. The program sponsor ensures that each candidate demonstrates satisfactory mastery of the Candidate Competence and Performance Standards in Category III at a level appropriate for beginning administrators.	Delete

Standard 2: Program Coordination Collaboration	
Each sponsor of an administrative preparation program establishes one or more partnerships that contribute substantively to the quality and effectiveness of the design and implementation of each candidate's preparation. Partnerships address significant aspects of professional preparation. An agreement between the partners is cooperatively established and the terms and agreements of the partnership may be binding on both parties with each partner sharing the responsibility for the implementation and success of the program.	
An accreditation team determines whether the preliminary preparation program meets this standard based on evidence provided by the program. The team must determine that the quality of the program has been clearly and effectively substantiated in relation to the following elements.	Delete will be addressed in Handbook
2(a) The sponsor of a professional leadership preparation program establishes one or more intensive partnerships with representatives of schools where candidates engage in program-based fieldwork.	Delete
<i>Partnerships might include fieldwork agreements, Advisory Committees, and stakeholder groups.</i> The program-based fieldwork component offers opportunities for purposeful involvement in cooperative partnership(s) for the design and delivery of programs by various interest groups such as parent	Revise and use as Program Planning Prompt

Standard 2: Program Coordination Collaboration	
and community organizations, institutions of higher education, professional organizations, county offices of education, educational research centers, business representatives, and other groups.	
2(b) Each partnership includes purposeful, substantive dialogue in which the partners contribute to the structured design of the professional leadership preparation program and monitor its implementation on a continuing basis. Dialogue between partners effectively assists in the identification and resolution of program issues and candidate needs.	Delete
2(c) Partners, such as Advisory Committees, establish working relationships, coordinate joint efforts, and rely on each other for contributions to program quality. In discussing program issues, partners value the multiple perspectives of the respective members and draw openly on members' knowledge, professional expertise and practical skills.	Program Planning Prompt
2(d) Partners cooperate in developing program policies and reviewing program practices pertaining to the recruitment, selection and advisement of candidates; development of curriculum; delivery of instruction; selection of field sites; design of field experiences; selection and preparation of field experience supervisors; and assessment and verification of administrator competence.	Program Planning Prompt
<i>For intern programs: Cooperating partners recognize the critical importance of administrator preparation by substantively supporting the costs of cooperation through contributions of sufficient human and fiscal resources.</i>	Move to Intern area under standard.

Standard 3: Development of Professional Leadership (added) Perspectives	
By design, the program facilitates each candidate's development of a professional <i>leadership</i> perspective by providing extensive opportunities to analyze implement and reflect on the relationships between theory and practice concerning leadership, teaching, and learning in the context of contemporary school issues in California. The program offers exposure to the essential themes, concepts and skills related to the performance of administrative services, including but not limited to: relationship building; communication skills; the ability to articulate, apply and evaluate theories of leadership; an understanding of and ability to apply, model, and analyze curriculum, instructional strategies, and assessment; an understanding of standards-based accountability systems; and the ability to use data to make decisions regarding program improvement. The program develops each candidate's understanding of how successful resource management affects successful instructional leadership.	
An accreditation team determines whether the preliminary preparation program meets this standard based on evidence provided by the program. The team must determine that the quality of the program has been clearly and effectively substantiated in relation to the following elements.	Delete will be addressed in Handbook
3(a) By design, the program builds on and enhances each candidate's	Delete

Standard 3: Development of Professional Leadership (<i>added</i>) Perspectives	
understanding of the state-adopted academic content standards for students. Candidates develop an understanding of the nature of instructional leadership and the responsibilities of an administrator with respect to monitoring student performance, including those students with special needs, using a range of indicators; evaluating and supervising instructional faculty and staff; and evaluating, planning for and implementing short- and long-term professional development strategies to improve the overall performance of all students.	
3(b) In the program, the structured design of coursework and fieldwork includes coherent recurring review, discussion and analysis of a broad range of foundational issues and theories and their relationships to professional practices in schools and classrooms.	Delete
3(c) As candidates begin professional development, the program encourages them to examine their own leadership practices. Through reflection, analysis, and discussion of these practices, each candidate learns to make informed decisions about teaching, learning and instructional leadership.	Delete
3(d) <i>For an internship, the program shall ensure that, prior to beginning the intern assignment, all candidates have a basic understanding of the foundations of administrative practice and an understanding of their specific job responsibilities.</i>	Move to Admissions

Standard 4: Equity, Diversity and Access
The professional leadership preparation program provides each candidate with an opportunity to examine and reflect upon principles of educational equity and diversity and their implementation in school sites, including access to curriculum content and school practices for all students, teachers, staff, parents or caregivers and community members. The program prepares candidates to provide all students and their parents and guardians equitable access to the school, including the curriculum and other programmatic supports in the school. Through coursework and fieldwork, candidates examine their personal attitudes toward race, gender and socio-economic status; learn about ways to examine and confront issues around race, equity and diversity; and take leadership roles in discussions about equity, diversity and access. The program prepares candidates to facilitate and lead stakeholders to provide equitable access to the core curriculum and the school community. The program provides opportunities for candidates to learn how to maximize academic achievement for students for all ethnic, race, socioeconomic, cultural, academic, linguistic or family backgrounds; gender, gender identity and sexual orientation; students with disabilities and advanced learners; and students with a combination of special instructional needs. <i>(this sentence replaces “Candidates know the protections afforded by Education Code Chapter 587, Statutes of 1999 and learn how to work to ensure educational equity for all members of the school community” because</i>

Standard 4: Equity, Diversity and Access	
<i>it better explains who is being addressed in the standard</i>). The program includes a series of planned experiences in which candidates learn to identify, analyze and minimize personal and institutional bias.	
An accreditation team determines whether the preliminary preparation program meets this standard based on evidence provided by the program. The team must determine that the quality of the program has been clearly and effectively substantiated in relation to the following elements.	Delete will be addressed in Handbook
4(a) The program prepares candidates to effectively lead a school site by increasing the knowledge of the diverse constituencies that comprise the extended school community with respect to culture and background experiences, languages, skills and abilities of student populations, including accommodations for students with special needs.	Delete
4(b) The program prepares candidates to supervise the application of appropriate pedagogical practices that provide access to the core curriculum and lead to high achievement for all students.	Delete
4(c) The program design includes the study and discussion of the historical and cultural traditions of the major racial, religious and ethnic groups in California society and an examination of effective ways to include cultural traditions and community values in the school curriculum and school activities.	Program Planning Prompt
4(d) The program design is explicit in developing each candidate's ability to recognize historical and philosophical forces that have given rise to institutional practices, such as systemic forms of racism and sexism, that serve to limit students' access to academic and social success and to create a safe and equitable school setting that establishes and contributes to the physical, social, emotional and intellectual safety of the diverse constituencies of the extended school community.	Program Planning Prompt
4(e) The program provides ongoing opportunities for each candidate to systematically examine their stated and implied personal attitudes and expectations about race, ethnicity, culture, sexual orientation, religion and socio-economic status to foster a school environment that creates access to the curriculum and programs of the schools and maintains high expectations for the academic achievement of all participants in all contexts.	Delete
4(f) The program provides ongoing opportunities for each candidate to systematically examine their stated and implied personal attitudes and expectations related to gender and to develop school policy and curriculum that creates and supports a gender-fair environment within the school community.	Delete
4(g) The program develops each candidate's capacity to recognize students' specific learning needs; develop policy and practices at the school site to ascertain student needs and place students in appropriate learning contexts; collaborate with teachers in	Program Planning Prompt

Standard 4: Equity, Diversity and Access	
developing instructional practices that guarantee full access to the curriculum; and identify and provide resources for all students to have full access to the curriculum and opportunities to engage in extracurricular and co-curricular activities.	
4(h) The program develops each candidate’s understanding of the legal and financial implications of serving a diverse student population.	Program Planning Prompt

Standard 5: Role of Schooling in a Democratic Society	
The professional leadership preparation program provides each candidate with an opportunity to examine the principles of democratic education from a historical and policy perspective. The program prepares each candidate to understand the role of the school in preparing students as future citizens and to identify and analyze the variety of ideas and forces in society that contribute to a democratic society. The program prepares administrators who understand their responsibility in developing and nurturing public support, family participation, community engagement, labor relations and preparing students for the challenges of the future. The program includes the study of how historical and philosophical forces, as well as policy decisions and prevailing practices, have an impact on schooling.	
An accreditation team determines whether the preliminary preparation program meets this standard based on evidence provided by the program. The team must determine that the quality of the program has been clearly and effectively substantiated in relation to the following elements.	Delete will be addressed in Handbook
5(a) The program prepares candidates to discuss, debate and articulate the purposes of schooling in a democratic society.	Delete
5(b) The program includes opportunities to understand the values and concerns of the diverse communities that constitute a democracy and the importance of involving the greater community in the life of schools.	Delete—in standard 4.
5(c) The program includes opportunities for the candidate to explore the relationship of schools to the school community, governmental entities and community agencies and the role of integrating community service as well as resources for children and families in the school.	Delete—in standards 4, 6, 13, and 15
5(d) The program provides each candidate with an opportunity to understand the relationship between federal, state and local policy and practice with respect to the role that government policy has in ensuring democratic education for all students.	Revise and use as Program Planning Prompt
5(e) The program provides each candidate with an opportunity to (1) learn about federal, state and local laws, policies and practices that ensure appropriate accommodations for a diverse student population with various learning styles and students with disabilities, and (2) understand the role of the site administrator in	Move to Standard 4 as Program Planning Prompt

Standard 5: Role of Schooling in a Democratic Society	
monitoring and implementing legal and fiscal provisions.	
5(f) The program provides each candidate with an opportunity to understand labor relations, contract compliance and collective bargaining as it relates to schooling in a democratic society.	Program Planning Prompt
5(g) The program provides each candidate with an opportunity to understand the role of families and their diverse structures and cultural beliefs as they impact the role of schooling in a democratic society.	Delete-- included in Standard 4

Standard 6: Opportunities to Learn Instructional Leadership	
The professional leadership preparation program provides multiple opportunities in the program curriculum for each candidate to learn, practice and reflect on the role of instructional leaders as delineated in standards 10-15 of candidate competence and performance in Category III. The role of the instructional leader is central to the functioning of an effective school, and thus the program provides multiple, systematic opportunities for the candidate to connect theory to practice and develop the knowledge, skill and disposition to foster effective teaching in the service of student achievement. The program curriculum prepares each candidate to view all aspects of leadership through the lens of student learning. The program includes comprehensive, systematic formative and summative assessments that address the full range of competencies described in Category III, Standards 10-15.	
An accreditation team determines whether the preliminary preparation program meets this standard based on evidence provided by the program. The team must determine that the quality of the program has been clearly and effectively substantiated in relation to the following elements.	Delete will be addressed in Handbook

DRAFT Program Planning Prompts

The program provides knowledge, skills, guided practice and feedback so that candidates are able to promote the success of all students by

- facilitating the development, articulation, implementation, and stewardship of a vision of learning that is shared and supported by the school community. See candidate competencies in Standard 10.
- advocating, nurturing and sustaining a school culture and instructional program conducive to student learning and staff professional growth. See candidate competencies in Standard 11.
- ensuring management of the organization, operations, and resources for a safe, efficient, and effective learning environment. See candidate competencies in Standard 12.
- collaborating with families and community members, responding to diverse community interests and needs, and mobilizing community resources. See candidate competencies in Standard 13.
- modeling a personal code of ethics and developing professional leadership capacity. See candidate competencies in Standard 14.

- understanding, responding to, and influencing the larger political, social, economic, legal and cultural context. See candidate competencies in Standard 15.

The program provides opportunities for candidates to learn how to maximize academic achievement for students for all ethnic, race, socioeconomic, cultural, academic, linguistic or family backgrounds; gender, gender identity and sexual orientation; students with disabilities and advanced learners; and students with a combination of special instructional needs. (See Program Standard 4).

All of the elements for Standard 6 are proposed for deletion as each has been rephrased in the Program Planning Prompts above.

6(a) Shared Vision of Learning The program provides an opportunity for the candidate to learn to facilitate the development, articulation, implementation and stewardship of a vision of teaching and learning that is shared and supported by the school community.

6(a)(1) The program provides an opportunity for the candidate to develop and refine a personal vision of education and instruction and provides multiple opportunities for the candidate to engage in reflection, develop ways to engage self and others reflective activities, and addresses the need for reflection across the program.

6(a)(2) The program provides an opportunity for the candidate to learn how to develop and implement a shared vision and goals that place student and adult learning at the center of instructional leadership.

6(a)(3) The program provides an opportunity for the candidate to learn how to establish, support, and maintain high expectations and standards for the academic and social development of all students, the performance of staff and the contributions of all adults in the service of the shared vision of the school community.

6(a)(4) The program provides an opportunity for the candidate to engage in multiple and systematic opportunities to practice various methods of effective communication that support the implementation of the vision of the school community and the infusion of the vision in the instructional program.

6(a)(5) The program provides an opportunity for the candidate to learn and apply strategies for guiding, motivating, delegating, and building consensus among the diverse constituencies in the school and community to develop, articulate, implement and steward a shared vision of teaching and learning.

6(b) Culture of Teaching and Learning The program provides an opportunity for the candidate to learn how to advocate, nurture, and sustain a school culture and instructional program that is conducive to student learning and staff professional growth. Coursework and fieldwork focus on the implementation of state adopted academic content standards, frameworks and instructional materials as well as assessment and accountability systems.

6(b)(1) The program provides an opportunity for the candidate to apply learning, curricular, and instructional theory to the design, implementation and evaluation of standards-based instruction and assessment programs and lead in the improvement of those programs.

6(b)(2) The program provides an opportunity for the candidate to become a critical consumer of educational research and to use research and site based data to design, implement, support, evaluate, and improve instructional programs and to drive the professional development of staff.

6(b)(3) The program provides an opportunity for the candidate to study and apply their knowledge of diverse learning styles and differentiated instruction strategies that address the needs of all learners and staff.

6(b)(4) The program provides an opportunity for the candidate to use data, including the use of technological applications, and to develop, manage, and evaluate strategies to improve student achievement.

6(b)(5) The program provides an opportunity for the candidate to learn how to develop cooperatively and guide the ongoing and long-term professional development of all staff consistent with the ongoing effort to improve the learning of all students.

6(b)(6) The program provides an opportunity for the candidate to develop and use skills in shared leadership and decision-making and to engage all members of the school community in the service of student learning.

6(c) Management of the School in the Service of Teaching and Learning The program provides an opportunity for the candidate to learn how to ensure the management of the organization, operations and resources for a safe, efficient, and effective learning environment. The program includes the study and application of organizational theory that reflects effective leadership and management concepts and strategies that contribute to student achievement and the professional participation of all adults in the school community.

6(c)(1) The program provides an opportunity for the candidate to learn and practice effective methods for attracting, inducting, motivating, retaining, and supporting staff and for the monitoring and supervision of certificated and non-certificated faculty and staff.

6(c)(2) The program provides an opportunity for the candidate to learn and practice effective methods for working with certificated and classified staff with disabilities.

6(c)(3) The program provides an opportunity for the candidate to learn how to evaluate the effectiveness of an instructional program through the use of data and accountability systems.

6(c)(4) The program provides an opportunity for the candidate to apply the principles of effective communication, systems management, organization, problem-solving and collaborative decision-making skills.

6(c)(5) The program provides an opportunity for the candidate to learn how to set short and long-term goals, particularly with respect to cooperatively developing a site-based plan that is effectively aligned with state and district requirements and systematically links resources to the goals and objectives.

6(c)(6) The program provides an opportunity for the candidate to develop an understanding of the legal and policy requirements with regard to safety for the purpose of assuring that the school provides a safe, well-maintained and productive environment for learning.

6(c)(7) The program provides an opportunity for the candidate to understand and manage legal and contractual agreements and records in ways that foster a professional work environment and secure the privacy and confidentiality of all students, families and staff, including the respective roles of administrators and the unions in these processes.

6(c)(8) The program provides an opportunity for the candidate to examine management with respect to establishing, implementing and maintaining student behavior management systems that demonstrate adherence to equity, legal and policy requirements.

6(c)(9) The program provides an opportunity for the candidate to coordinate and equitably align fiscal, human and material resources with the school planning process in the support of learning of all students and all groups of students.

6(d) Working With Diverse Families And Communities The program provides an opportunity for the candidate to learn how to work effectively with families, caregivers and community members; recognize the goals and aspirations of diverse families; respond to diverse community interests and needs; and mobilize community resources in the service of student achievement. In this regard, the program offers the candidate an opportunity to examine and evaluate their attitudes toward people of different races, cultures, and ethnic backgrounds as well as examine their attitudes toward sexual orientation and individuals with disabilities so they will be able to be an effective leader in a diverse setting and value individuals from different family structures, religions, races, cultures, socio-economic status and ethnic backgrounds, and treat them with fairness and respect.

6(d)(1) The program provides an opportunity for the candidate to learn how to incorporate family and community expectations in school decision-making and activities.

6(d)(2) The program provides an opportunity for the candidate to learn how to establish community partnerships that will benefit the students, teachers, families, and school community and be able to mobilize and leverage community resources for the equitable access of all students and groups of students.

6(d)(3) The program provides an opportunity for the candidate to understand how to facilitate parent involvement and parent education activities that support students' success.

6(d)(4) The program provides multiple opportunities for the candidate to learn how to effectively communicate information about the school on a regular and predictable basis through a variety of media and modes.

6(d)(5) The program provides an opportunity for the candidate to learn about appropriate resources and strategies for addressing language diversity in schools, with particular emphasis on the responsibility to communicate to families whose primary home language is a language other than English.

6(d)(6) The program provides opportunities for each candidate to examine their personal attitudes and actions toward persons of different races, socio-economic status, cultures, religions and ethnic backgrounds as well as their attitudes toward sexual orientation and individuals with disabilities and reflect upon how their attitudes and actions support or diminish the goal to ensure that all students receive equitable access to education.

6(e) Personal Ethics and Leadership Capacity. The program provides an opportunity for the candidate to examine, practice and model a personal code of ethics, including protecting the rights and confidentiality of students, staff and families. The program provides an opportunity for the candidate to practice professional leadership capacity, including shared decision-making, problem-solving and conflict management and foster those skills in others. The program provides an opportunity for the candidate to examine site and district responsibilities with regard to students with special needs. The program develops each candidate's ability to effectively act as a spokesperson for the school to the extended school community. The candidate has multiple opportunities to model personal and professional ethics, integrity, justice and fairness and receive feedback from the program and peers; reflect on personal leadership beliefs and practices and recognize their impact and influence on the performance of others; and develop mechanisms for sustaining personal motivation, commitment, energy, and health by learning to balance professional and personal responsibilities.

6(e)(1) The program provides an opportunity for the candidate to engage in decision-making, problem-solving, change management, planning, conflict management, and evaluation and reflect upon the learning from these opportunities for practice in course work and field work.

6(e)(2) The program provides an opportunity for the candidate to learn how to communicate decisions based on relevant data and research about effective teaching and learning, leadership, management practices, equity, and access.

6(e)(3) The program provides an opportunity for the candidate to learn how to encourage and inspire others to higher levels of performance, commitment, and motivation and to communicate knowledge effectively about the curriculum and its articulation across programs and grade levels to multiple audiences in the school and community.

6(e)(4) The program provides an opportunity for the candidate to learn how to utilize technology in the service of fostering effective and timely communication with all members of the school community.

6(f) Political, Social, Economic, Legal and Cultural Understanding. The program provides an opportunity for the candidate to learn about political, societal, economic, legal and cultural influences on schools. By augmenting the candidate's knowledge of these interconnections, the program develops the candidate's ability to understand, respond to, and influence the larger political, social, economic, legal and cultural context

of schools and leadership. The program content should provide opportunities for the candidate to practice both team leadership and team membership so that the candidate can effectively generate and participate in communication with key decision-makers in the school community. The candidate has an opportunity to learn how to view himself or herself as a leader of a team and as a member of a team by engaging in course work and field work that provides opportunities to both lead and work collaboratively.

6(f)(1) The program provides an opportunity for the candidate to learn about and analyze how a school must operate consistently within the parameters of federal, state, and local laws, policies, regulations, contractual and statutory requirements.

6(f)(2) The program provides an opportunity for each candidate to examine the context within which the school operates, including the school district, employee bargaining units, the school board, and other governmental entities and to understand how the policies from several levels of government influence teaching and learning at the school site.

6(f)(3) The program provides opportunities for the candidate to engage in discussions and successfully address authentic, complex school issues, including meeting the needs of students and staff with disabilities, evaluating employees, providing appropriate services in different settings to English learners, ensuring school safety, administering student behavior programs, and addressing harassment.

6(f)(4) The program provides an opportunity for the candidate to learn about public policies that ensure equitable distribution of resources and support for all groups of students.

6(f)(5) The program provides an opportunity for the candidate to learn how to create a welcoming school environment for the public, be responsive to diverse community and constituent views, and create and facilitate constructive conversations about how to improve student learning and achievement.

Category II: Field Experiences in the Standards

Check terminology against Common Standards glossary.

Standard 7: Nature of Field Experiences	
In the program of administrator preparation, candidates participate in significant field experiences that are designed to facilitate the application of theoretical concepts in practical settings. Each candidate addresses the major duties and responsibilities authorized by the administrative services credential in a variety of realistic settings, as articulated in Standards 10-15. Field experiences include intensive experiences in a variety of diverse and realistic settings both in the day-to-day functions of administrators and in longer-term policy design and implementation.	
<i>For an internship program: For this standard, the definition of "field experiences" includes, but is not limited to, the responsibilities of the internship assignment.</i>	
An accreditation team determines whether the preliminary preparation program meets this standard based on evidence provided by the program. The team must determine that the quality of the program has been clearly and effectively substantiated in relation to the following elements.	Delete will be addressed in Handbook
7(a) The field experience responsibilities are closely related to the job performance requirements of administrators.	Delete
7(b) Linkages are made between the field experiences and the content of coursework in school administration.	Delete
7(c) The program provides appropriate, on-site direction to the quality of the field experience assignments, including identification of an on-site and/or school-based mentor.	Delete--in Common Standard
7(d) Significant, intensive field experiences occur in at least one setting in which the candidate is able to perform a wide range of the typical responsibilities of a full-time administrator.	Revise (combine (d) and (e) and use as Program Planning Prompt
7(e) Authentic and significant field experiences addressing a variety of school levels, settings and a wide range of the typical responsibilities of a full-time administrator are required for each candidate, including field experiences, at least one experience at a site with a diverse school population.	
7(f) Field experiences include opportunities to deal with long term educational policy issues in the school or district.	Delete
7(g) <i>For an internship program, an assessment of the internship assignment is made to determine what additional experiences need to be planned for the candidate to provide a full range of administrative experiences. Specific supplementary administrative experiences are assigned to interns on the basis of the assessment.</i>	Move to Intern area under Standard.
7(h) <i>For an internship program, specific supplementary administrative experiences are assigned to interns on the basis of the above assessment.</i>	Move to Intern area under Standard.
The program provides opportunities for candidates to learn how to	Add to the

Standard 7: Nature of Field Experiences	
maximize academic achievement for students for all ethnic, race, socioeconomic, cultural, academic, linguistic or family backgrounds; gender, gender identity and sexual orientation; students with disabilities and advanced learners; and students with a combination of special instructional needs. (See Program Standard 4).	<i>Standard</i>

Standard 8: Guidance, Assistance and Feedback	
The program sponsor has an effective system by which the candidate's performance is guided, assisted and evaluated in each field experience. In this system, at least one supervising administrator use Glossary terms (Field/Clinical Supervisor) and at least one program supervisor provide complete, accurate and timely feedback including constructive suggestions for improvement to the candidate.	
<i>For an internship program: For this standard, the definition of "field experiences" includes, but is not limited to, the responsibilities of the internship assignment.</i>	
An accreditation team determines whether the preliminary preparation program meets this standard based on evidence provided by the program. The team must determine that the quality of the program has been clearly and effectively substantiated in relation to the following elements.	Delete will be addressed in Handbook
8(a) Guidance, assistance, and feedback encompass all of the components of the Standards of Candidate Competence and Performance in Category III which occur in the field experiences.	Delete—in Standard 7
8(b) The support and assessment of each candidate is coordinated effectively between the candidate's supervising administrator(s)/school based, program supervisor(s) and the candidate.	Delete--in Common Standard
8(c) The information given to each candidate about their performance accurately and fully describes strengths and weaknesses and provides constructive suggestions for improvement.	Delete
8(d) The final field experience evaluation is made by the program supervisor with the involvement of the supervising administrator and the candidate.	Delete

Category III: Standards of Candidate Competence and Performance

Standard 9: Assessment of Candidate Performance	
<p>Prior to recommending each candidate for a Preliminary Administrative Services Credential, one or more persons responsible for the program determine on the basis of thoroughly documented evidence that each candidate has demonstrated a satisfactory performance on the full range of standards of candidate competence and performance in Standards 10 through 15 (added names of standards for clarity) of Category III. Satisfactory performance is defined as achieving at least minimal competence as expected for entry-level administrators. and appropriate for the developmental stage of each candidate. (redundant). During the program, candidates are guided and coached on their performance in relation to the standards of candidate competence and performance using formative assessment processes. Verification of candidate competence is provided by a representative of the program sponsor and at least one field/clinical supervisor district supervisor. (use glossary term).</p>	
<p><i>For an internship program: For this standard, the definition of "field experiences" includes, but is not limited to, the responsibilities of the internship assignment.</i></p>	
An accreditation team determines whether the preliminary preparation program meets this standard based on evidence provided by the program. The team must determine that the quality of the program has been clearly and effectively substantiated in relation to the following elements.	Delete will be addressed in Handbook
9(a) By design, candidates are assessed through the use of formative assessments embedded throughout the program and a summative assessment at the program's conclusion. Candidates are informed of the expectations for their performance, guided and coached in the completion of formative assessment tasks that prepare them for summative assessment, and provided timely feedback on their performance in relation to the standards of candidate competence and performance in Category III.	Delete
9(b) There is a systematic summative assessment administered by qualified individuals who are knowledgeable about the standards of candidate competence in Category III. Candidates are assessed using documented procedures or instruments that are clear, fair and effective.	Delete
9(c) The assessment is administered by the program sponsor and includes at least one program supervisor.	Delete
9(d) The assessment includes two or more assessment methods such as performance, portfolio, presentation, research project, field-experience journal, work sample, interview, oral examination and written examination.	Program Planning Prompt
9(e) The systematic procedures that govern the summative assessment include a defensible process and criteria, such as rubrics, for evaluating performance, an appeal process, and a procedure for candidates to repeat portions of the assessment as needed.	Program Planning Prompt
9(f) One or more persons who are responsible for the program	Delete

Standard 9: Assessment of Candidate Performance	
recommend candidates for the Preliminary Administrative Services Credential on the basis of all available information of each candidate's competence and performance.	
9(g) The program sponsor ensures that thorough records of each candidate's performance in the summative assessment are maintained.	Program Planning Prompt
9(h) The program staff periodically evaluates the quality, fairness and effectiveness of assessment practices and uses assessment data as one source of information about the quality of the preparation program.	Program Planning Prompt
9(i) The program includes a clearly specified process for making credential recommendations and verifying that candidates have completed all requirements before recommending them for the credential.	Delete--in Common Standard
The program provides opportunities for candidates to learn how to maximize academic achievement for students for all ethnic, race, socioeconomic, cultural, academic, linguistic or family backgrounds; gender, gender identity and sexual orientation; students with disabilities and advanced learners; and students with a combination of special instructional needs. (See Program Standard 4).	<i>Add to the Standard</i>

Standard 10: Vision of Learning	
Each candidate is able to promote the success of all students by facilitating the development, articulation, implementation, and stewardship of a vision of learning that is shared and supported by the school community.	
Each candidate:	
<ul style="list-style-type: none"> • facilitates the development of a shared vision for the achievement of all students based upon data from multiple measures of student learning and relevant qualitative indicators • communicates the shared vision so the entire school community understands and acts on the school's mission to become a standards-based education system • uses the influence of diversity to improve teaching and learning • identifies and addresses any barriers to accomplishing the vision • shapes school programs, plans, and activities to ensure that they are integrated, articulated through the grades, and consistent with the vision • leverages and marshals sufficient resources, including technology, to implement and attain the vision for all students and all subgroups of students. 	
An accreditation team determines whether the preliminary preparation program meets this standard based on evidence provided by the program. The team must determine that the quality of the program has been clearly and effectively substantiated in relation to the following elements.	Delete will be addressed in Handbook
10(a) Each candidate is able to facilitate the development of a shared	Delete

Standard 10: Vision of Learning	
vision for the achievement of all students based upon data from multiple measures of student learning and relevant qualitative indicators.	
10(b) Each candidate is able to articulate and demonstrate strategies for implementing the shared vision so that the entire school community understands and acts on the mission of the school as a standards-based educational system.	Delete
10(c) Each candidate knows how to leverage and marshal sufficient resources to implement and attain the vision for all students and subgroups of students.	Delete
10(d) Each candidate can identify and address barriers to accomplishing the vision.	Delete
10(e) Each candidate is able to shape school programs, plans, and activities to ensure integration, articulation, and consistency with the vision.	Delete
10(f) Each candidate is able to use the influence of diversity to improve teaching and learning.	Delete
The program provides opportunities for candidates to learn how to maximize academic achievement for students for all ethnic, race, socioeconomic, cultural, academic, linguistic or family backgrounds; gender, gender identity and sexual orientation; students with disabilities and advanced learners; and students with a combination of special instructional needs. (See Program Standard 4).	<i>Add to the Standard</i>

Standard 11: Student Learning and Professional Growth
<p>Each candidate is able to promote the success of all students by advocating, nurturing, and sustaining a school culture and instructional program conducive to student learning and staff professional growth.</p> <p><i>Insert CPSEL language</i></p> <p>Each candidate:</p> <ul style="list-style-type: none"> • shapes a culture in which high expectations are the norm for each student as evident in rigorous academic work • promotes equity, fairness, and respect among all members of the school community • facilitates the use of a variety of appropriate content/based learning materials and learning strategies that recognize students as active learners, value reflection and inquiry, emphasize the quality versus the amount of student application and performance, and utilize appropriate and effective technology • guides and supports the long-term professional development of all staff consistent with the ongoing effort to improve the learning of all students relative to the content standards • provides opportunities for all members of the school community to develop and use skills in collaboration, distributed leadership, and shared

Standard 11: Student Learning and Professional Growth	
<p>responsibility</p> <ul style="list-style-type: none"> • creates an accountability system grounded in standards-based teaching and learning • utilizes multiple assessments to evaluate student learning in an ongoing process focused on improving the academic performance of each student. 	
An accreditation team determines whether the preliminary preparation program meets this standard based on evidence provided by the program. The team must determine that the quality of the program has been clearly and effectively substantiated in relation to the following elements.	Delete will be addressed in Handbook
11(a) Each candidate understands and is able to create an accountability system of teaching and learning based on student learning standards.	Delete
11(b) Each candidate is able to use research and site-base data to design, implement, support, evaluate and improve instructional programs and to drive professional development of staff.	Delete
11(c) Each candidate utilizes multiple assessment measures to evaluate student learning to drive an ongoing process of inquiry focused on improving the learning of all students and all subgroups of students.	Delete
11(d) Each candidate knows how to shape a culture where high expectations for all students and for all subgroups of students is the core purpose.	Delete
11(e) Each candidate is able to guide and support the long-term professional development of all staff consistent with the ongoing effort to improve the learning of all students relative to state-adopted academic performance standards for students.	Delete
11(f) Each candidate promotes equity, fairness, and respect among all members of the school community.	Delete
11(g) Each candidate is able to provide opportunities for parents and all other members of the school community to develop and use skills in collaboration, leadership, and shared responsibility.	Delete
11(h) Each candidate knows and is able to support the use of state-adopted learning materials and a wide array of learning strategies to support student learning.	Delete
11(i) Each candidate coordinates the design, implementation and evaluation of instructional programs that serve the diverse learning styles and needs of all students and lead in the continual development and improvement of those programs.	Delete
11(j) Each candidate utilizes technological tools to manage and evaluate instructional programs and promote and support the use of technology in instruction and learning.	Delete
The program provides opportunities for candidates to learn how to maximize academic achievement for students for all ethnic, race, socioeconomic, cultural, academic, linguistic or family backgrounds; gender, gender identity and sexual orientation; students with disabilities	Add to the Standard

Standard 11: Student Learning and Professional Growth	
and advanced learners; and students with a combination of special instructional needs. (See Program Standard 4).	

Standard 12: Organizational Management for Student Learning	
Each candidate promotes the success of all students by ensuring management of the organization, operations, and resources for a safe, efficient, and effective learning environment.	
<i>Insert CPSEL language</i>	
Each candidate:	
<ul style="list-style-type: none"> • sustains a safe, efficient, clean, well-maintained, and productive school environment that nurtures student learning and supports the professional growth of teachers and support staff • utilizes effective and nurturing practices in establishing student behavior management systems • establishes, monitors and evaluates school structures, and processes that support student learning • utilizes effective systems management, organizational development, collaboration, problem-solving and decision-making techniques • aligns fiscal, human and material resources to support the learning of all subgroups of students • recruits, selects, monitors and evaluates staff • manages legal and contractual agreements and records in ways that foster a professional work environment and secure privacy and confidentiality for all students and staff. 	
An accreditation team determines whether the preliminary preparation program meets this standard based on evidence provided by the program. The team must determine that the quality of the program has been clearly and effectively substantiated in relation to the following elements.	Delete will be addressed in Handbook
12(a) Each candidate is able to monitor and supervise faculty and staff at the site, and manage and evaluate the instructional program.	Delete
12(b) Each candidate can establish school operations, patterns, and processes that support student learning.	Delete
12(c) Each candidate understands and is able to manage legal and contractual policies, agreements and records in ways that foster a professional work environment and secure privacy and confidentiality for all students and staff.	Delete
12(d) Each candidate demonstrates the ability to coordinate and align fiscal, faculty, staff, volunteer, community and material resources to support the learning of all students and all groups of students.	Delete
12(e) Each candidate demonstrates the ability to sustain a safe, efficient, clean, well-maintained, and productive school environment that nurtures student learning and supports the professional growth of teachers and support staff.	Delete

Standard 12: Organizational Management for Student Learning	
12(f) Each candidate is able to utilize the principles of systems management, organizational development, problem solving, and collaborative decision-making techniques fairly and effectively.	Delete
12(g) Each candidate is able to utilize effective and positive nurturing practices in establishing student behavior management systems.	Delete
12(h) Each candidate demonstrates the ability to utilize successful staff recruitment, selection and induction approaches, and understand the collective bargaining process, including the role of administrator and the union.	Delete
12(i) Each candidate is able to effectively evaluate and use a wide range of technologies, including assistive technologies when appropriate, to support instruction and effective school administration.	Delete
12(j) Each candidate is able to effectively use technology to manage multiple types of databases within a school and to use data to improve instruction.	Delete
The program provides opportunities for candidates to learn how to maximize academic achievement for students for all ethnic, race, socioeconomic, cultural, academic, linguistic or family backgrounds; gender, gender identity and sexual orientation; students with disabilities and advanced learners; and students with a combination of special instructional needs. (See Program Standard 4).	<i>Add to the Standard</i>

Standard 13: Working with Diverse Families and Communities	
<p>Each candidate promotes the success of all students by collaborating with families and community members, responding to diverse community interests and needs, and mobilizing community resources.</p> <p><i>Insert CPSEL language</i></p> <p>Each candidate:</p> <ul style="list-style-type: none"> • recognizes and respects the goals and aspirations of diverse family and community groups • values diverse community stakeholder groups and treats all with fairness and respect • incorporates information about family and community expectations into school decision-making activities • strengthens the school through the establishment of community, business, institutional, and civic partnerships • communicates information about the school on a regular and predictable basis through a variety of media • supports the equitable success of all students and all subgroups of students by mobilizing and leveraging community support services. 	
An accreditation team determines whether the preliminary preparation program meets this standard based on evidence provided by the program. The team must determine that the quality of the program has been clearly	Delete will be addressed in

Standard 13: Working with Diverse Families and Communities	
and effectively substantiated in relation to the following elements.	Handbook
13(a) Each candidate is able to incorporate information about family and community expectations into school decision making and activities.	Delete
13(b) Each candidate recognizes the goals and aspirations of diverse family and community groups.	Delete
13(c) Each candidate values diverse community stakeholder groups and treats all with fairness and with respect.	Delete
13(d) Each candidate demonstrates the ability to support the equitable success of all students and all subgroups of students through the mobilization and leveraging of community support services.	Delete
13(e) Each candidate knows how to strengthen the school through the establishment of community partnerships, business, institutional, and civic partnerships.	Delete
13(f) Each candidate is able to effectively communicate information about the school on a regular and predictable basis through a variety of media and modes.	Delete
13(g) Each candidate is able to facilitate parent involvement and parent education activities that support students' success.	Delete
The program provides opportunities for candidates to learn how to maximize academic achievement for students for all ethnic, race, socioeconomic, cultural, academic, linguistic or family backgrounds; gender, gender identity and sexual orientation; students with disabilities and advanced learners; and students with a combination of special instructional needs. (See Program Standard 4).	<i>Add to the Standard</i>

Standard 14: Personal Ethics and Leadership Capacity
<p>Each candidate promotes the success of all students by modeling a personal code of ethics and developing professional leadership capacity.</p> <p><i>Insert CPSEL language</i></p> <p>Each candidate:</p> <ul style="list-style-type: none"> • models personal and professional ethics, integrity, justice, and fairness, and expects the same behaviors from others • protects the rights and confidentiality of students and staff • uses the influence of office to enhance the educational program, not personal gain • makes and communicates decisions based upon relevant data and research about effective teaching and learning, leadership, management practices and equity • demonstrates knowledge of the standards-based curriculum and the ability to integrate and articulate programs throughout the grades • demonstrates skills in decision-making, problem solving, change management, planning, conflict management, and evaluation and fosters and develops those skills in others

Standard 14: Personal Ethics and Leadership Capacity	
<ul style="list-style-type: none"> • reflects on personal leadership practices and recognizes their impact and influence on the performance of others • engages in professional and personal development • encourages and inspires others to higher levels of performance, commitment, and motivation • sustains personal motivation, commitment, energy and health by balancing professional and personal responsibilities. 	
An accreditation team determines whether the preliminary preparation program meets this standard based on evidence provided by the program. The team must determine that the quality of the program has been clearly and effectively substantiated in relation to the following elements.	Delete will be addressed in Handbook
14(a) Each candidate demonstrates skills in shared decision making, problem solving, change management, planning, conflict management, and evaluation, and fosters and develops those skills in others.	Delete
14(b) Each candidate models personal and professional ethics, integrity, justice, and fairness and expects the same behaviors from others.	Delete
14(c) Each candidate demonstrates the ability to make and communicate decisions based upon relevant data and research about effective teaching and learning, leadership, management practices, and equity.	Delete
14(d) Each candidate is able to utilize technology to foster effective and timely communication to all members of the school community.	Delete
14(e) Each candidate is able to reflect on personal leadership practices and recognize their impact and influence on the performance of others.	Delete
14(f) Each candidate demonstrates the ability to encourage and inspire others to higher levels of performance, commitment, and motivation.	Delete
14(g) Each candidate knows how to sustain personal motivation, commitment, energy, and health by balancing professional and personal responsibilities.	Delete
14(h) Each candidate engages in professional and personal development.	Delete
14(i) Each candidate demonstrates knowledge of the curriculum and the ability to integrate and articulate programs throughout the grades.	Delete
14(j) Each candidate knows how to use the influence of a position of leadership to enhance the educational program rather than for personal gain.	Delete
14(k) Each candidate protects the rights and confidentiality of students and staff.	Delete
The program provides opportunities for candidates to learn how to maximize academic achievement for students for all ethnic, race, socioeconomic, cultural, academic, linguistic or family backgrounds; gender, gender identity and sexual orientation; students with disabilities and advanced learners; and students with a combination of special	<i>Add to the Standard</i>

Standard 14: Personal Ethics and Leadership Capacity	
instructional needs. (See Program Standard 4).	

Standard 15: Political, Social, Economic, Legal and Cultural Understanding	
Each candidate promotes the success of all students by understanding, responding to, and influencing the larger political, social, economic, legal, and cultural context.	
<i>Insert CPSEL language</i>	
Each candidate:	
<ul style="list-style-type: none"> • works with the governing board and district and local leaders to influence policies that benefit students and support the improvement of teaching and learning • influences and supports public policies that ensure the equitable distribution of resources and support for all subgroups of students • ensures that the school operates consistently within the parameters of federal, state, and local laws, policies, regulations and statutory requirements • generate support the school by two-way communication with key decision-makers in the school community • views oneself as a leader of a steam and also as a member of a larger team • opens the school to the public and welcomes and facilitates constructive conversations about how to improve student learning and achievement. 	
An accreditation team determines whether the preliminary preparation program meets this standard based on evidence provided by the program. The team must determine that the quality of the program has been clearly and effectively substantiated in relation to the following elements.	Delete will be addressed in Handbook
15(a) Each candidate understands their role as a leader of a team and is able to clarify the roles and relationships of individuals within the school.	Delete
15(b) Each candidate is able to ensure that the school operates consistently within the parameters of federal, state, and local laws, policies, regulations, statutory and fiscal requirements.	Delete
15(c) Each candidate demonstrates responsiveness to diverse community and constituent views and groups and generate support for the school by two-way communication with key decision makers in the school community.	Delete
15(d) Each candidate knows how to work with the governing board and district and local leaders to influence policies that benefit students and support the improvement of teaching and learning.	Delete
15(e) Each candidate knows how to influence and support public policies that ensure the equitable distribution of resources and support for all the subgroups of students.	Delete
15(f) Each candidate is able to welcome and facilitate constructive conversations about how to improve student learning and achievement.	Delete
The program provides opportunities for candidates to learn how to maximize academic achievement for students for all ethnic, race,	<i>Add to the Standard</i>

Standard 15: Political, Social, Economic, Legal and Cultural Understanding	
socioeconomic, cultural, academic, linguistic or family backgrounds; gender, gender identity and sexual orientation; students with disabilities and advanced learners; and students with a combination of special instructional needs. (See Program Standard 4).	

APPENDIX C

Preliminary Writing and Input Group

Name	Affiliation
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*Present at the February 2009 meeting.