

COMMISSION ON TEACHER CREDENTIALING

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SACRAMENTO, CA 95814

November 8, 1983

83-8416

TO: All Individuals and Groups Interested in the Activities
of the Commission on Teacher Credentialing

FROM: John F. Brown, Executive Secretary *John F. Brown*

SUBJECT: Approval of Title 5 Regulations, Section 80096, Pertaining
to the Approval of Preparation Programs for the Preliminary
Administrative Services Credential.

Regulations pertaining to Commission approval of programs for the preparation of candidates for the Preliminary Administrative Services credential have been filed with the Secretary of State, and become effective November 7, 1983. A copy of these regulations is attached for your information.

The basic effects of these regulations are as follows:

1. Set forth are the new requirements for curriculum and provisions for field experience that must be included after June 30, 1985 in programs for the Preliminary Administrative Services credential.
2. All presently-approved Administrative Services preparation programs are valid until June 30, 1985 for:
 - a. candidates completing requirements for existing (Ryan) Administrative credential; and for
 - b. candidates for the new Preliminary Administrative Services credential.
3. As of July 1, 1985, all approved programs for the Preliminary Administrative Services credential must meet the new requirements.

Commission staff is presently engaged in developing a manual which will set forth criteria and format for program submissions. When completed this manual will be sent to all accredited institutions of higher education.

If you have any questions and/or need for materials please contact Dr. Sidney A. Inglis, Coordinator of Approved Programs, at (916) 445-0228.

Attachment, Section 80096, Title 5

COMMISSION ON TEACHER CREDENTIALING
ADDITION TO TITLE 5 REGULATIONS,
CALIFORNIA ADMINISTRATIVE CODE

Approved: March 4, 1983

Article 4. Approval of Programs of Professional Preparation

Section 80096. Approval of Programs Leading to the Preliminary Administrative Services Credential.

(a) The Commission shall approve an educational program intended to prepare candidates for the Preliminary Services Credential with a specialization in Administrative Services if an application filed by an accredited institution of Higher Education provides the following facts and/or information:

(1) That the Institution of Higher Education has a curriculum in educational administration which provides graduate-level instruction resulting in credits which are transferable to other accredited institutions of higher education. Credit for successful completion by candidates of such programs of study shall be the equivalent of a minimum of 24 semester units, 36 quarter units or 360 classroom hours.

(2) A complete description of its candidate evaluation procedures setting forth the institution's minimum standards of knowledge and skill that shall be demonstrated in courses and field experiences developed in the following areas of educational administration:

(A) Educational Leadership, to include:

1. Concepts of leadership.
2. The administrator's role in group processes, including self-evaluation procedures, fundamentals of human relations and professional ethics.
3. Inter- and intra-organizational decision-making processes and techniques.
4. Concepts and procedures related to total development of a school climate which promotes pupil learning.
5. Fundamentals of short-term and long-range planning.

(B) Improvement in the Educational Program, to include:

1. Major movements in American curriculum and instruction as basis for contemporary instructional patterns.
2. Principles of human growth, development and learning.
3. The appropriate roles of staff, parents, pupils and community in curriculum development.
4. Procedures for curriculum development and implementation.
5. Supervision and evaluation of curriculum and instruction, to include:
 - a. Curriculum, including racial, cultural and sex factors;
 - b. Teaching and other instructional processes;
 - c. Pupil achievement.
6. Appropriate use of resources: Human, fiscal and other, to effect optimum procedures of school instruction.
7. Implementation procedures for state and federal-mandated special programs and procedures.
8. Concepts and techniques of staff development.
9. Concepts and procedures related to direct services to pupils.

- (C) Management of Educational Personnel, to include:
 - 1. General concepts and principles of personnel management.
 - 2. Fundamentals of affirmative action, recruitment, selection, assignment and dismissal of staff.
 - 3. Principles and processes for supervision and evaluation of certificated and classified staff.
 - 4. Personnel relations, to include:
 - a. Fundamentals of collective bargaining.
 - b. Interpreting employment contracts.
 - c. Working with a variety of formal and informal employee groups.
- (D) School-Community Relations, to include:
 - 1. The roles of the school, parents and the general community in the educational process.
 - 2. Identifying and working with community influence groups, including:
 - a. Relationships with ethnic, racial and other minority groups.
 - b. Relationships with those private sector organizations that affect the school program.
 - 3. Techniques and procedures for working with community agencies, school site councils and other quasi-governing bodies.
- (E) Legal and Financial Aspects of Public Education, to include:
 - 1. The historical and current legal framework of American education and public schools.
 - 2. Financing public schools in America, to include:
 - a. Historical and current sources and types of funding.
 - b. District-level and site-level funding and budgeting.
 - c. Financial implications of personnel contracts and other obligations.
- (F) Educational Governance and Politics, to include:
 - 1. Fundamental concepts of authority, power and influence.
 - 2. The governing roles of federal, state and local agencies.
 - 3. Functions of school boards and district administrations in governance and policy making.
 - 4. The roles of professional organizations and unions.
 - 5. The roles of emerging social groups and forces.
- (G) School Management, to include:
 - 1. Developing, implementing and evaluating goals, priorities, policies and practices.
 - 2. The use of data collection procedures in school management.
 - 3. Principles of management of office, plant and ancillary services.
 - 4. Application of computers and other technology.
 - 5. Communications: modes, policies, effects.
 - 6. Procedures for pupil and staff conflict-resolution.
 - 7. Procedures for stress-management.

(3) That each successful candidate will be required to have school-site experiences which meet the following conditions:

- (A) Actual performance of nearly all major duties and responsibilities authorized by the credential, under the supervision of persons credentialed to perform those duties and by instructional faculty designated by the approved institution of higher education.
- (B) A substantial part of such services shall be performed by the candidate at a school site where at least 20% of the pupils are of an ethnic racial group other than that of the candidate.
- (C) Such duties and responsibilities shall be performed by the candidate in at least two school levels, i.e., elementary, junior high school or high school.

(4) Documentation of the specific scope, length and the successful completion of the field experience set forth in subsection (a)(3) for each candidate shall be a joint responsibility and function of the candidate and the preparation institution. Such documentation shall become a part of the formal records of the preparing institution, shall conform to procedures developed by the preparing institution pursuant to subsection (a)(2), and shall be retained by the preparing institution for at least six years, to be available for Commission review and evaluation upon ten days notice.

(b) Effective Dates:

(1) Effective July 1, 1982, all programs of specialized and professional preparation for the Services Credential with a specialization in Administrative Services approved by the Commission on or before June 30, 1982, shall be approved as meeting the requirements for the Preliminary Administrative Services Credential, and this approval shall be effective until June 30, 1985.

(2) Effective July 1, 1985, all approved programs of specialized and professional preparation for the Preliminary Services Credential with a specialization in Administrative Services shall meet the provisions of subsection (a) of this section.

Authority: Education Code Sections 44225

Reference: Education Code Section 44270 (a), 44227