

COMMISSION ON TEACHER CREDENTIALING

312 Ninth Street
Sacramento, California 95814-7000
(916) 445-0184
FAX (916) 327-3166



OFFICE OF THE EXECUTIVE DIRECTOR

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To: Directors of Administrative Services Credential Programs
Deans and Directors of Schools and Departments of Education

From:  Philip Fitch, Ed.D.
Executive Director

Subject: CHANGES IN THE STRUCTURE OF THE REQUIREMENTS FOR THE
ADMINISTRATIVE SERVICES CREDENTIAL

As you probably know, the Commission has adopted policy recommendations and a revised structure for the administrative services credential which is consistent with the recommendations of the School Administration Advisory Panel and the recent study titled *An Examination of the Preparation, Induction, and Professional Growth of School Administrators in California*. (A copy of the study is enclosed for your reference.) The recommendations are responsive to the concerns addressed by large numbers of persons in the field, and are in keeping with other reform efforts in California and nationally. The revised structure is summarized on the following pages. In order to implement the policy recommendations and the revised structure, the Commission sponsored SB 322 (Morgan) which was passed by the Legislature and signed by the Governor, effective January 1, 1994.

SUMMARY OF THE REVISED STRUCTURE

Preliminary Administrative Services Credential Level

The structure of the Preliminary Administrative Services Credential requirements will remain largely the same, with a program length of at least 24 semester units. The major thrust of the preliminary level program will be to prepare individuals to perform the responsibilities of administrative positions. Program content will include both knowledge and practice components designed to meet the needs of today's (and tomorrow's) schools. The results of the study of administrator preparation are being used to help define the standards of program quality and effectiveness for preparation programs. Programs will require significant field experiences focused on the development of leadership and management skills.

Upon completing the program, receiving the institutional recommendation and submitting an application and fee, the candidate will receive a preliminary certificate. *The preliminary certificate will authorize one to seek initial employment as an administrator, but will not authorize ongoing administrative service.*

Professional Administrative Services Credential Level

When an administrative position is obtained, an application will be filed and the Preliminary Administrative Services Credential authorizing service as an administrator will be issued, valid for five years. This will start the "time clock" for the completion of the Professional Administrative Services Credential requirements. The candidate will be required to complete the second level program (the equivalent of 24 semester units) and fulfill the required two years of administrative experience.

The major thrust of the professional level program will be to provide a mechanism for the induction and professional growth of the new administrator. The emphasis of the preparation will be to move the administrator beyond the functional aspects of performing administrative service to reflective thinking about his or her role in providing an environment for effective and creative teaching, and student success in learning.

The structural revisions to the administrative services credential call for the most significant changes to be made at the professional level. The School Administration Advisory Panel has developed a model for the professional level as outlined below. The model includes the development and assessment of an individualized induction plan, a mentoring component, academic requirements, and "other" requirements which could include non-university activities.

The essential features of the model are as follows:

Development and Administration of the Induction Plan - 2 semester units. Upon employment as an administrator, the candidate will be required to develop a plan for meeting the Professional Administrative Services Credential requirements. Within the first year of administrative service, the candidate will enroll in an approved college or university/IHE program for the Professional Administrative Services Credential. The induction plan will be developed by the candidate, in consultation with the employing school district and the approved IHE, and will meet the Commission's standards and criteria. A key part of the plan will be the listing of individualized induction components, including the identification of a local mentor and a description of district support services available to the new administrator. Also included will be the plan for completing academic coursework and other professional growth activities.

Academic Requirements - 12 semester units. Each holder of the Preliminary Administrative Services Credential will, as a part of the Induction Plan, be required to complete a sequence of academic coursework developed by the IHE according to Commission standards. The content of the coursework will be advanced and will be intended to expand the horizons of the new administrator. The coursework should include rigorous theoretical, philosophical or research courses which will contribute to effective practice. The coursework may be used to pursue advanced administrative specializations. It could also be part of an advanced degree program, such as the doctorate.

Other Requirements - 120 clock hours of approved non-university activities or 8 semester units of approved college or university coursework (or a combination of the two). The Induction Plan will include other professional development activities which will be determined by the credential holder, the employing school district and the IHE. The activities will be determined according to the needs of the credential holder and may be given academic credit by an IHE, but academic credit is not required. Examples of acceptable activities might

be: California School Leadership Academy (CSLA) or Association of California School Administrators (ACSA) professional development activities, district or county management training programs, IHE coursework, etc. The Commission will develop criteria for assessing the appropriateness of these activities.

Assessment of the Completion of the Induction Plan - 2 semester units.

During the final year of the Preliminary Administrative Services Credential program, the candidate will register for the two unit assessment component. The IHE will work with the candidate in assessing the completion of the Induction Plan. IHE representatives, in conjunction with the candidate and the employing school district, will determine that the plan has been completed, that the candidate has completed at least two years of successful experience as an administrator, and that the candidate is an effective administrator. The candidate will then be recommended for the Professional Administrative Services Credential.

IMPLEMENTATION OF THE REVISED STRUCTURE

In order to implement the revised structure, Commission staff is working closely with the School Administration Advisory Panel and interested stakeholders in bringing the following activities to a conclusion and recommending appropriate standards and criteria for adoption by the Commission:

Development of standards for college or university preliminary and professional level administrative services credential programs.

Program quality standards are being developed for both the preliminary and the professional level credential programs to replace the old guidelines currently in place. This move is consistent with the Commission's decision to develop broad program standards for all credential areas.

The standards for preliminary and professional level programs will differ, due to the different nature of the programs at each level. The preliminary level will focus on expectations for the beginning administrators and the standards at the professional level will be focused on the practicing administrator. Standards at the professional level will be more flexible, than current guidelines, allowing for a wider range of options and the pursuit of a wider variety of activities and a broader set of possible content areas.

Advisory panel members are assisting in the development of these standards, which will be circulated for field reaction and discussion before adoption by the Commission. After adoption, universities will be given a timeline for the submission of new program documents to address the standards. When programs are in place, they will be subject to review on the normal Commission program review schedule.

Development of standards for the individualized induction plan for the professional level credential.

A crucial part of the new structure is the development of an appropriate induction plan for all candidates completing the professional level credential requirements. The standards or criteria to be developed will include all portions of the activities to be completed by the candidate, including coursework, field experiences (when appropriate), the mentoring component, and non-university based experiences.

Development of criteria for the implementation of the mentoring component.

Under the revised structure for the professional level, each new administrator will have access to advice and guidance from a more experienced administrator, or an assigned mentor. Options for providing access to mentoring will be specified and developed. For example, districts may assign their own administrator mentors to work with each new administrator, or peer mentoring may be arranged by linking administrative candidates in credential programs. Mentoring might also be provided through involvement in CSLA. The mentoring component also represents an area in which a professional organization, such as ACSA, could also choose to be involved.

Development of criteria for the evaluation of non-university activities to be used for credential requirements.

Candidates may elect to complete a portion of the professional level credential requirements through participation in relevant non-university based activities. The IHE will not be required to award academic or degree credit for these activities, nor will the IHE be required to evaluate a candidate's performance in non-university based activities. Criteria will be developed for assessing the appropriateness of these activities, as will plans for applying these criteria. The criteria will include attention to the scope, content, and duration of the activity, the involvement of the candidate in the activity, the nature of follow up to the activity, and the evaluation of the program or activity presented.

TIMELINE FOR IMPLEMENTATION PLAN

Standards and Criteria

Draft Standards of Program Quality and Effectiveness for the Preliminary Administrative Services Credential will be distributed for comment in February, 1994. The draft standards and criteria for the Professional Administrative Services Credential will be distributed for comment in the Spring. After a reasonable time for receiving comment, the new standards and criteria will be presented to the Commission for adoption.

Once the new standards are adopted by the Commission, institutions of higher education will have approximately two years to develop new programs and have them approved by the Commission. Under that schedule, it is expected that new programs will be in place by September 1, 1996.

1. Students could be admitted to an "old" program until a "new" program is approved at the institution, but not after August 31, 1996.
2. Once the "new" program is approved at an institution, students may not be admitted to the "old" program.

Candidates

Effective in May, 1994, the Commission will implement the revised structure and timeline for candidates.

1. Candidates completing a Commission-approved preliminary administrative services credential program at an IHE will receive, upon application, the certificate authorizing initial employment, but not ongoing administrative service.
2. Upon employment in an administrative position, the candidate will apply for and receive a Preliminary Administrative Services Credential valid for five years and the candidate will be required to begin a professional level program, as described previously.
3. During the transition period, individuals holding a valid Preliminary Administrative Services Credential, issued under current regulations, who have not yet obtained initial employment in an administrative position will not be able to obtain an extension of their credential until they become employed in an administrative position. Upon initial employment in an administrative position, they will be eligible to apply for a "new" Preliminary Administrative Services Credential valid for five years.
4. Individuals holding a valid Preliminary Administrative Services Credential, issued under current regulations, who are currently employed in an administrative position, or who have been employed in an administrative position, will be required to complete the requirements for the Professional Administrative Services Credential under current regulations. Extensions will only be available upon direct appeal to the Commission, for extenuating circumstances, as is currently the case.
5. It is strongly recommended that colleges and universities no longer admit candidates to the Professional Administrative Services Credential program until they have received initial employment in an administrative position. Under the revised structure, candidates will no longer have the option of completing one-half of the coursework for the Professional Administrative Services Credential prior to initial employment as an administrator.
6. It is suggested that colleges and universities advise graduates of their preliminary administrative credential program, who have not been employed as an administrator and have not yet applied for the Preliminary Administrative Services Credential, to delay application for a document until after May, 1994. This will allow them to receive the new "certificate" and clearly place them into the new credential structure. This will also eliminate the "time clock" problem which has plagued the current regulations.

QUESTIONS

If there are questions about the implementation of the revised structure or this Coded Correspondence, they may be directed to Dr. Larry Birch, Consultant in Program Evaluation and Research at the Commission (916)327-2967.

**DIVISION VIII OF TITLE 5
CALIFORNIA CODE OF REGULATIONS**

**ADDITION OF SECTIONS 80339 THROUGH
80339.6 PERTAINING TO UNAUTHORIZED
CERTIFICATED EMPLOYEE ASSIGNMENTS
and
AMENDMENT TO SECTION 80335
PERTAINING TO PERFORMANCE OF UNAUTHORIZED
PROFESSIONAL SERVICE**

Section 80339 Definitions

The following definitions pertain to Sections 80339.1 through 80339.6.

- (a) "Commission" is the Commission on Teacher Credentialing.
- (b) "Committee" is the Committee on Authorized Assignments.
- (c) "County superintendent" means the county superintendent of schools.
- (d) "School superintendent" means the superintendent of the local school district.
- (e) "Staff" refers to the staff of the Commission on Teacher Credentialing.
- (f) "Misassignment" refers to the assignment of a certificated person to a position not authorized by the credential or certificate or permit or by regulations or pertinent sections of the Education Code.

Note: Authority cited: Sections 44225 and 44258.9(g), Education Code Reference: Section 44258.9(g), Education Code.

Section 80339.1 Membership of the Committee on Authorized Assignments

The Committee shall be established by the Commission and shall consist of five (5) members appointed by the Commission. Membership shall include two (2) practicing school teachers, one (1) practicing school service representative other than a school administrator, one (1) practicing school administrator or one (1) practicing certificated human resources administrator, and one (1) school board member. All members shall have experience in the area of legally permissible assignment authorizations. Members shall be appointed to serve two (2) year terms and may be reappointed.

Note: Authority cited: Sections 44225 and 44258.9(g), Education Code Reference: Section 44258.9(g), Education Code.

Section 80339.2 Materials to be Forwarded by the County Superintendent

Notices required to be sent to the Commission under the terms of Education Code section 44258.9(g)(3) shall include all of the following:

- (a) All writings which form the basis on which a determination of misassignment was made;
- (b) Copies of all communications sent to the school superintendent informing him or her of the specific individuals in misassignments, and identifying the administrators immediately responsible for the misassignment;
- (c) All written responses submitted by the school district or school administrator in response to communication described in Education Code section 44258.9(g)(3);
- (d) All writings informing the certificated employee that he or she is serving in an unauthorized position. The county superintendent must advise the employee of the misassignment and of the professional obligation of the individual to seek an authorized position. Copies of any written response by the employee shall also be provided to the Commission;
- (e) Information regarding the steps taken to identify for the Commission the administrator(s) responsible for the misassignment;
- (f) All other materials which mitigate or aggravate the possible penalties or which supplement the information presented.

Note: Authority cited: Sections 44225 and 44258.9(g), Education Code Reference: Section 44258.9(g), Education Code.

Section 80339.3 Staff Review and Determination

Staff shall review the materials and information provided by the county superintendent. If staff determines that the assignment is authorized, this information shall be communicated, in writing, to the county superintendent and the school superintendent. If staff determines that the assignment is unauthorized, the school superintendent and the governing board of the local school district shall be notified in writing of the staff determination of misassignment and advised of the possible penalties if the misassignment is not corrected. As a part of the notification, staff shall offer the school superintendent the opportunity to enter into a written Compliance Agreement, setting forth the remedial steps agreed to be taken in order to correct the misassignment(s) and establishing a deadline for meeting all of the terms of the agreement.

Note: Authority cited: Sections 44225 and 44258.9(g), Education Code Reference: Section 44258.9(g), Education Code.

Section 80339.4 Referral to the Committee on Authorized Assignments and Issuance of Letter of Non-Compliance

Failure to correct a misassignment following the procedures set forth in section 80339.3 shall result in the referral of the matter by staff to the Committee at the next meeting of the Committee as long as it is more than 30 days from staff notification. Commission files on the alleged misassignment shall be provided to the Committee and the Committee shall review the information contained in the record and determine if a misassignment occurred. If it decides that a misassignment has occurred, the Committee shall cause a letter of non-compliance to be issued to the local governing board of the subject school district. This letter shall set forth the nature of the misassignment and be signed by the Executive Director of the Commission and the members of the Committee. This letter shall be read at the first public meeting following its receipt by the presiding officer of the local governing board, and he or she shall so certify to the Commission in writing that this has been accomplished.

Note: Authority cited: Sections 44225 and 44258.9(g), Education Code Reference: Section 44258.9(g), Education Code.

Section 80339.5 Referral to the Committee of Credentials

If a misassignment has not been corrected within 30 days after the letter of non-compliance has been issued, the Committee shall review the matter again in order to determine whether more severe sanctions are appropriate. It shall, in appropriate cases, identify the individuals it determines to be responsible for the misassignment. It shall then report its findings in writing to the Committee of Credentials for further investigation and consideration of adverse action against the credentials of responsible certificated persons pursuant to Title 5, California Code of Regulations section 80335 and other statutes and regulations applicable to the jurisdiction and operation of the Committee of Credentials.

Note: Authority cited: Sections 44225 and 44258.9(g), Education Code Reference: Section 44258.9(g), Education Code.

Section 80339.6 Rights of Certificated Persons

When a certificated person files a written notice pursuant to Education Code section 44258.9(g)(2), that person may request the Committee to review any determination and decision by the county superintendent that an assignment is legally authorized. When a certificated person employed in a county-operated school files a written notice pursuant to Education Code section 44258.9(g)(2), that person may also request the Committee to review any determination and decision by the county superintendent that the assignment is legally authorized. In these cases, the county superintendent, the administrators immediately responsible for the misassignment, and the local governing board of the subject county will be treated in the same manner as those comparable individuals and bodies at the district level are treated in Title 5, California Code of Regulations sections 80339.2 through 80339.6.

When a certificated person who has been notified pursuant to Title 5, California Code of Regulations section 80339.2 that he or she is in an unauthorized assignment submits to the county superintendent of schools written verification of his or her effort to obtain an authorized assignment, he or she shall not be subject to penalties under Title 5, California Code of Regulations section 80339.5. Such verification may include, but need not be limited to, copies of written requests to the immediate administrator or supervisor, the district department for personnel matters, and the school superintendent.

Note: Authority cited: Sections 44225 and 44258.9(g), Education Code Reference: Section 44258.9(g), Education Code.

Section 80335 Performance of Unauthorized Professional Services

A certificated person shall not, after July 1, 1989:

- (a) Knowingly, accept an assignment to perform professional services if he or she does not possess a credential authorizing the service to be performed; unless he or she has first exhausted any existing local remedies to correct the situation, has then notified the county superintendent of schools in writing of the incorrect assignment, and the county superintendent of schools has made a determination, within 45 days of receipt of the notification, that the assignment was caused by extraordinary circumstances which make correction impossible, pursuant to the procedures referred to in Education Code Section 44258.9(g)(2) and (3).
- (b) Knowingly and willfully assign or require a subordinate certificated person to perform any professional service which the subordinate is not authorized to perform by his or her credential or which is not approved by appropriate governing board authorization, unless he or she has made reasonable attempts to correct the situation but has been unsuccessful, and has notified the county superintendent of schools of those attempts, and the county superintendent of schools has determined, within 45 days of being notified of the assignment, that the assignment was caused by extraordinary circumstances which make correction impossible.
- (c) Neither (a) nor (b) shall be applicable in a situation where extraordinary circumstances make the correction of the misassignment impossible.
- (d) There shall be no adverse action taken against a certificated person under this rule for actions attributable to circumstances beyond his or her control.
- (e) Effective October 20, 1993, no adverse action described in Title 5, California Code of Regulations, section 80331(a) shall be imposed for violation of this section prior to review and attempted disposition pursuant to Title 5, California Code of Regulations, sections 80339 through 80339.6.

Note: Authority cited: Sections 44225 and 44258.9(g), Education Code. Reference: Section 44258.9(g), Education Code.