

CALIFORNIA COMMISSION ON TEACHER CREDENTIALING

1900 Capitol Avenue
Sacramento, California 95814
(916) 445-0184



OFFICE OF THE EXECUTIVE DIRECTOR

October 17, 1999

99-9918

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

From: Sam W. Swofford, Ed.D., Executive Director

Subject: Proposed Amendments to Section 80054, Deletion of Section 80523.5, and Addition of Sections 80020.4, 80020.4.1, and 80054.5 of Title 5, California Code of Regulations, Pertaining to Administrative Services Credentials and Teachers Serving in Non-Instructional Assignments

Notice of Public Hearing is Hereby Given

In accordance with Commission policy, the following Title 5 Regulation is being distributed prior to the public hearing. A copy of the proposed regulations is attached:

Proposed Addition of Sections 80020.4, 80020.4.1, and 80054.5, Amendment to Section 80054, and Deletion of Section 80523.5

The public hearing is scheduled for:

October 7, 1999

1:30 p.m.

California Commission on Teacher Credentialing

1900 Capitol Avenue

Sacramento, California

Statement of Reasons*Purpose /Effect of Proposed Action*

The Education Code specifies requirements for the Administrative Services Credential, states when a principal is required to hold an administrative credential at a school site, outlines local level assignment options, and exempts some positions from requiring an administrative credential. The Education Code and administrative regulations lack sufficient specificity about what constitute administrative duties and, thus it is unclear what duties a certificated school administrator may perform that other credentialed personnel are not authorized to perform. Education Code Section 44065 lists thirteen areas of responsibility that the Commission is expected to determine which credentials authorize the service, administrative or non-administrative. The Commission has not made such designations in regulations as stipulated in §44065.

The existing content of Title 5 Section 80054 concerning the Administrative Services Credential references the valid period of the clear credential which is out-of-date and does not include the preliminary credential which the Commission has been issuing since 1994. The dating information for the professional clear credential is contained in another section of regulation (80553). The proposed amendments to this section would revise the existing language for the valid period of the credential and propose appropriate content for the requirements for the credential.

The proposed changes to Title 5 §80054 clarify the requirements and the valid period for the preliminary and professional clear Administrative Services Credential. With the addition of the credential requirements to Section 80054 including a designated subjects credential with a bachelor's degree serving as a prerequisite credential, Section 80523.5 is no longer necessary.

Title 5 §80054.5 is being added to define the authorization for the Administrative Services Credential to allow for easier understanding of the authorization for the Administrative Service Credential by employers. Section 80020.4 is being added to allow the holder of a teaching credential to serve as staff developer and §80020.4.1 to allow the holder of a teaching credential to serve as coordinator of a program to clarify for employers who may serve in this type of assignment.

Documents Relied Upon in Preparing Regulations

No documents were relied upon in preparing the regulations.

Documents Incorporated by Reference

No documents were incorporated by reference.

Written Comment Period

Any interested person, or his or her authorized representative, may submit written comments on the proposed actions. The written comment period closes at 5:00 p.m. on October 6, 1999. Comments must be received by that time at the California Commission on Teacher Credentialing, attn. Executive Office, 1900 Capitol Avenue, Sacramento, California 95814-4213.

Any written comments received 14 days prior to the public hearing will be reproduced by the Commission's staff for each Commissioner as a courtesy to the person submitting the comments and will be included in the written agenda prepared for and presented to the full Commission at the hearing.

Public Hearing

Oral comments on the proposed action will also be taken at the public hearing. We would appreciate 14 days advance notice in order to schedule sufficient time on the agenda for all speakers. Please contact the Certification Division Director's Office at (916) 445-0234 regarding this.

Any person wishing to submit written comments at the public hearing may do so. It is requested, but not required, that persons submitting such comments provide fifty copies to be distributed to the Commissioners and interested members of the public. All written statements submitted at the hearing will, however, be given full consideration regardless of the number of copies submitted.

Modification of Proposed Action

If the Commission proposes to modify the actions hereby proposed, the modifications (other than nonsubstantial or solely grammatical modifications) will be made available for public comment for at least 15 days before they are adopted.

Contact Person/Further Information

Inquiries concerning the proposed action may be directed to Terri H. Fesperman by telephone at (916) 323-5777 or by electronic mail at [tfesperman@ctc.ca.gov]. Upon request, a copy of the express terms of the proposed action and a copy of the initial statement of reasons will be made available. In addition, all the information upon which this proposal is based is available for inspection and copying.

California Commission on Teacher Credentialing

Division VIII of Title 5 of the California Code of Regulations

Proposed Amendments to Section 80054, Deletion of Section 80523.5, and Addition of Sections 80020.4, 80020.4.1, and 80054.5 of Title 5, California Code of Regulations, Pertaining to Administrative Services Credentials and Teachers Serving in Non-Instructional Assignments

Title 5 §80054. Services Credential with a Specialization in Administrative Services; Requirements.

- (a) The minimum requirements for the preliminary Administrative Services Credential include (1) through (6).
 - (1) One of the following:
 - (A) a valid California teaching credential that requires a baccalaureate degree and a program of professional preparation, including student teaching or the equivalent; or
 - (B) a valid California designated subjects teaching credential provided the applicant also possesses a baccalaureate degree; or
 - (C) a valid California services credential in pupil personnel services, health services, library media teacher services, or clinical or rehabilitative services requiring a baccalaureate degree and a program of professional preparation, including field work or the equivalent;
 - (2) Completion of one of the following:
 - (A) a specialized and professional preparation program in administrative services taken in California and accredited by the Committee on Accreditation; or
 - (B) a professional preparation program in administrative services, including successful completion of a supervised field work or the equivalent, taken outside California that is comparable to a program accredited by the Committee on Accreditation. The program must be from a regionally accredited institution of higher education and approved by the appropriate state agency where the course work was completed; or
 - (C) one-year internship program in administrative services accredited by the Committee on Accreditation;
 - (3) Passage of the California Basic Education Skills Test (CBEST) described in Education Code Section 44252(b);
 - (4) Verification of one of the following:
 - (A) three years of successful, full-time teaching experience in the public schools, including, but not limited to, service in state- or county-operated schools, or in private schools of equivalent status; or
 - (B) three years of successful, full-time experience in the fields of pupil personnel, health, library media teacher, or clinical or rehabilitative services in the public schools, including, but not limited to, service in

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- state- or county-operated schools, or in private schools of equivalent status;
- (5) One of the following:
 - (A) a recommendation from a California regionally accredited institution of higher education that has a preliminary administrative services program accredited by the Committee on Accreditation; or
 - (B) an individual who completed his or her professional preparation program outside of California as described in (a)(2)(B), may apply directly to the Commission for the preliminary Administrative Services Credential; and
 - (6) Verification of an offer of employment in a full- or part-time administrative position in a public school or private school of equivalent status.
 - (7) An individual who has completed requirements (1) through (5) but does not have an offer of employment may apply for a Certificate of Eligibility which verifies completion of all requirements for the preliminary Administrative Services Credential and authorizes the holder to seek employment.
- (b) A Preliminary Administrative Services Credential with a Specialization in Administrative Services issued on the basis of the completion of all the requirements in subsection (a) shall be issued initially only until the date of expiration of the valid prerequisite teaching credential, or Services Credential with a Specialization in Pupil Personnel, Health, or Librarian Services, as defined in (a)(1) of this section but for not more than five years.
(a) A Preliminary Administrative Services Credential with a Specialization in Administrative Services that expired in less than five years shall be renewed until the date of expiration of the valid prerequisite teaching credential, or Services Credential with a Specialization in Pupil Personnel, Health, or Librarian Services, as defined in (a)(1) of this section but for not more than five years.
- (c) A preliminary Administrative Services Credential authorizes the services specified in section 80054.5.
- (d) The minimum requirements for the professional clear Administrative Services Credential shall include (1) through (4):
 - (1) Possession of a valid preliminary administrative services credential;
 - (2) Verification of two years of successful experience in a full-time administrative position in a California public school or California private school of equivalent status, while holding the preliminary administrative services credential;
 - (3) Completion of an individualized program of advanced administrative services preparation accredited by the Committee on Accreditation designed in cooperation with the employing agency and the college or university; and
 - (4) A recommendation from a California regionally accredited institution of higher education that has a professional clear administrative services program accredited by the Committee on Accreditation.
- (e) A professional clear Administrative Services Credential issued on the basis of the completion of all requirements shall be dated per Title 5 Section 80553.

(f) A professional clear Administrative Services Credential authorizes the services specified in section 80054.5.

Note: Authority cited: Section 44225, Education Code. Reference: Sections 44065, 44252(b), 44270, 44270.1, 44372, and 44373, Education Code.

Title 5 §80523.5. Administrative Services Prerequisite.

~~A valid designated subjects adult education teaching credential shall be accepted as an appropriate prerequisite credential for the Administrative Services Credential, provided the applicant also possesses a baccalaureate from a regionally accredited college or university.~~

Title 5 §80054.5. Services Credential with a Specialization in Administrative Services; Authorization.

(a) A Services Credential with a Specialization in Administrative Services authorizes the holder to provide the services described below in grades twelve and below, including preschool, and in classes organized primarily for adults.

- (1) Development, coordination, and assessment of instructional programs;
- (2) Evaluation of certificated and classified personnel;
- (3) Student discipline, including but not limited to suspension and expulsion, pursuant to Education Code Section 48000 et seq.;
- (4) Certificated and classified employee discipline, including but not limited to suspension, dismissal, and reinstatement, pursuant to Education Code Section 44800 et seq.;
- (5) Supervision of certificated and classified personnel;
- (6) Management of school site, district or county level fiscal services;
- (7) Recruitment, employment, and assignment of certificated and classified personnel; and
- (8) Development, coordination, and supervision of student support services including but not limited to extracurricular activities, pupil personnel services, health services, library services, and technology support services.

(b) Nothing in these regulations is intended to impinge upon the authority of the local governing board to authorize classified personnel to supervise other classified employees.

(c) Nothing in these regulations is intended to limit the employment and assignment authority of local governing boards under Education Code Sections 44270.2, 44065(d), 44069(c), 44834, or any other provision that may provide local discretion in the assignment of personnel.

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Note: Authority cited: Section 44225, Education Code. Reference: Section 44065, 44069, 44270.2, 44800 et seq., and 48000 et seq., and 44834, Education Code.

Title 5 80020.4. Teachers Serving as Staff Developer.

- (a) The holder of a California teaching credential based on a baccalaureate degree and a teacher preparation program, including student teaching or the equivalent, may serve as school-site, school district, and or county staff developer in grades twelve and below, including preschool, and in classes organized primarily for adults.
- (b) A teacher serving as the staff developer for a specific subject must hold a credential in the subject or have his or her expertise in the subject verified and approved by the local governing board.

Note: Authority cited: Section 44225(q), Education Code. Reference: Section 44225(d), Education Code.

Title 5 Section 80020.4.1. Teacher Serving as Program Coordinator.

- (a) The holder of a California teaching credential based on a baccalaureate degree and a teacher preparation program, including student teaching or the equivalent, may serve as staff development or curricular development program coordinator designed to improve instruction and enhance student learning at the school site, school district, or county level in grades twelve and below, including preschool, and in classes organized primarily for adults
- (b) Irrespective of the provisions set out in this section, only individuals who hold either the Reading and Language Arts Specialist Credential or Administrative Services Credential may coordinate school district or county reading programs. Effective July 1, 2004, school site reading programs may only be coordinated by individuals who hold the Reading and Language Arts Specialist Credential, Restricted Reading Specialist Credential, Reading Certificate, or Administrative Services Credential.
- (c) An individual who has served as a reading coordinator for a minimum of three years prior to July 1, 2004, on the basis of a California teaching credential based on a baccalaureate degree and a teacher preparation program, including student teaching or the equivalent, shall be authorized to continue in such assignment. Verification of this teaching experience must be kept on file in the office of the employing agency for purposes of the monitoring of certificated assignments pursuant to Education Code Section 44258.9(b).

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

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Attn: Sam W. Swofford, Ed.D., Executive Director

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Section No.: Proposed Addition of Sections 80020.4, 80020.4.1, and 80054.5, Amendment to Section 80054, and Deletion of Section 80523.5

Response to the Attached Title 5 Regulations

So that the California Commission on Teacher Credentialing can more clearly estimate the general field response to the attached Title 5 Regulations, please return this response form to the Commission office, attention Executive Office, at the above address by 5:00 pm on October 6, 1999 in order that the material can be presented at the October 7, 1999 public hearing.

- 1. **Yes, I agree with the proposed Title 5 regulations. Please count me in favor of these regulations.**
- 2. **No, I do not agree with the proposed Title 5 Regulations for the following reasons:**
(If additional space is needed, use the reverse of this sheet.)

- 3. **Personal opinion of the undersigned and/or**
- 4. **Organizational opinion representing: (Circle One)**
School District, County Schools, College, University, Professional Organization, Other
- 5. **I shall be at the public hearing, place my name on the list for making a presentation to the Commission.**
- 6. **No, I will not make a presentation to the Commission at the public hearing.**

Signature: _____ Date: _____

Printed Name: _____

Title: _____ Phone: _____

Employer/Organization: _____

Mailing Address: _____