

CALIFORNIA COMMISSION ON TEACHER CREDENTIALING

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Office of the Executive Director

Date: January 24, 2003

03-0001

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

From: Dr. Sam W. Swofford, Executive Director

Subject: Approval of Amendments to California Code of Regulations, Title 5 Section 80054.5 Pertaining to the Administrative Services Credential Authorization and Section 80020.4.1 Pertaining to Services A Teacher May Provide

The Office of Administrative Law approved amendments to Title 5 Section 80054.5 pertaining to the Authorization for the Administrative Services Credential and Section 80020.4.1 pertaining to Services a Teacher May Provide that both became effective January 22, 2003.

Over the past year, the Commission has been discussing various issues related to the Administrative Services Credential. The changes to these regulations reflect the policy discussions concerning the authorization for the Administrative Services Credential and services that may be provided by the holder of a teaching credential.

Administrative Services Credential Authorization

The Commission determined that the Administrative Services Credential and the preparation required to attain it most appropriately focuses on site-based instructional leadership and school site management. Site administrators are the educational leaders at a school site and are responsible for implementing the curriculum and instructional programs for students. Site administrators have direct contact with students and their duties focus on the role of instructional leadership.

Administrators at the district or county level have minimal contact with students and the proposed change would provide more flexibility in staffing positions at the district or county level. This flexibility allows the district to tailor the employment of an administrator to the needs of the district. There are specific sections of the Education Code that prescribe an individual to hold an Administrative Services Credential. This includes those serving as county superintendent, deputy, associate or assistant superintendent at the district or county level, and county coordinators of elementary, secondary, and support services. These regulations do not supercede those sections of the Education Code.

The change to subsection (a) authorizes the holder of an Administrative Services Credential to provide the following services at the school site level:

- (1) evaluating quality and effectiveness of instructional services,

- (2) evaluation of certificated personnel with the exception of the site administrator, and
- (3) student and employee discipline services of certificated personnel including but not limited to suspension, expulsion, dismissal and reinstatement.

Subsection (b) of Section 80054 lists the services an administrator may provide while holding the credential. If a district or county wishes an individual serving at the county or district level to hold an administrative services credential, subsection (b) lists the duties they may provide so long as there is not a specific Education Code Section that requires the individual to hold an Administrative Services Credential. The services include:

- (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;
- (4) certificated and classified employee discipline, including but not limited to suspension, dismissal, and reinstatement;
- (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.

Subsections (c) and (d) of Section 80054.5 were not changed in the regulations and continue to explain that, in addition to holders of Administrative Services Credentials, local governing boards may authorize classified personnel to supervise and evaluate other classified employees and that there are assignment options that employers may use to assign administrators in certain situations.

Services a Teacher May Provide

Section 80020.4.1 was amended to shift the focus of the section from the job title of “program coordinator” to the duties that may be performed by a teacher at the site level. Changing the wording to “develop, direct, implement or coordinate programs” clarifies to employers the types of services a teacher may perform at the school site if they hold a teaching credential based on a bachelor’s degree and student teaching. This section also provides flexibility to the local level to hire non-credentialed individuals to develop, direct, implement or coordinate programs at the district or county level. A district or county office may also allow holders of a teaching or administrative credential to serve in a position whose duties include developing, directing, implementing or coordinating a program.

Subsections (b) and (c) were changed to clarify the wording for designated subjects adult and vocational credentials to “develop, direct, implement or coordinate programs” for adult and vocational education. Reading programs have specific requirements listed in subsection (d). The only change in this subsection was to clarify the same wording as in the other subsections.

Questions

If you have further questions concerning this regulation, please contact the Information Services Unit toll-free at (888) 921-2682 between 8 a.m. and 5 p.m., weekdays or by e-mail at credentials@ctc.ca.gov.

**Approved Amendments to California Code of Regulations, Title 5
Section 80054.5 Pertaining to the Administrative Services Credential
Authorization and Section 80020.4.1 Pertaining To Services A Teacher
May Provide**

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

- (a) An individual must hold a Services Credential with a Specialization in Administrative Services to provide the services described below in grades twelve and below, including preschool, and in classes organized primarily for adults:
 - (1) evaluating quality and effectiveness of instructional services at the school site level,
 - (2) evaluation of certificated personnel employed at the school site level, with the exception of the site administrator, and
 - (3) student and employee discipline services of certificated personnel at the school site level as found in subsections (b)(3) and (4) of this section.

- (b) The holder of a Services Credential with a Specialization in Administrative Services may 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 Article 1 of Chapter 6 of Part 27 of Division 4 of Title 2 of the Education Code commencing with Section 48900;
 - (4) Certificated and classified employee discipline, including but not limited to suspension, dismissal, and reinstatement, pursuant to Chapters 4 and 5 of Part 25 of Division 3 of the Education Code commencing with Section 44800;
 - (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.

- (c) 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.

- (d) 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.

Note: Authority cited: Section 44225, Education Code. Reference: Section 44065, 44069, 44270.2, 48900, and 44834, Education Code.

Title 5 Section 80020.4.1. Services a Teacher May Provide.

- (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 develop, direct, implement, or coordinate programs designed to improve instruction and enhance student learning at the school site in grades twelve and below, including preschool, and in classes organized primarily for adults.
- (b) The holder of a California designated subjects adult teaching credential may develop, direct, implement, or coordinate programs designed to improve instruction and enhance student learning for adult teaching subject areas.
- (c) The holder of a California designated subjects vocational teaching credential may develop, direct, implement, or coordinate programs designed to improve instruction and enhance student learning for vocational teaching subject areas.
- (d) 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 develop, direct, implement, and coordinate school district or county reading programs. Effective July 1, 2004, school site reading programs may only be developed, directed, implemented, or coordinated by individuals who hold the Reading and Language Arts Specialist Credential, Restricted Reading Specialist Credential, Reading Certificate, or Administrative Services Credential.
- (e) An individual who has developed, directed, implemented, or coordinated reading programs 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.