

COMMISSION ON TEACHER CREDENTIALING

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OFFICE OF THE EXECUTIVE DIRECTOR

00-0025

August 2, 2000

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: Approved Amendments to Section 80054, Deletion of Section 80523.4, 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

The proposed changes to Title 5 Sections 80020.4, 80020.4.1, 80054, 80054.5, and 80523.4 concerning the Administrative Services Credentials and Teachers Serving in Non-Instructional Assignments have been approved by the Office of Administrative Law and became effective on May 14, 2000. The regulations will be implemented on January 31, 2001.

The amendments and additions to Sections 80054 and 80054.5 clarify the requirements, the valid period, and the authorization for the preliminary and professional clear Administrative Services Credential. Section 80523.4 was deleted from regulation as the information in this section was added into Section 80054. Sections 80020.4 and 80020.4.1 were added to allow holders of teaching credentials to serve as staff developers or program coordinators. This correspondence includes the major changes to these sections and a copy of the text of the regulations.

Administrative Services Credential Requirements and Authorization

No new requirements for the preliminary or professional clear Administrative Services Credential were added in regulations. The amendments for Title 5 Section 80054 updated the credential term from "clear" to "professional clear" and added the requirements for the preliminary credential for both California and out-of-state trained individuals. Previously, the regulations did not include the requirements for the preliminary credential that appear in the Education Code. In addition to making these changes, the Certificate of Eligibility was clarified in Section 80054.

Education Code Section 44065(a) gives the Commission the authority to designate the authorization of the Administrative Services Credential. Following meetings conducted by Commission staff with a panel of educators to discuss the authorization, Title 5 §80054.5 was proposed to define the authorization for the Administrative Services Credential. The panel based their decision on the subject

areas listed in the Education Code and the program of course work individuals complete for the Administrative Services Credential.

The Administrative Services Credential authorizes the holder to provide the following services 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;
- 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.

Subsection (b) of Section 80054.5 was added to explain that, in addition to holders of Administrative Services Credentials, local governing boards may authorize classified personnel to supervise and evaluate other classified staff. Education Code assignment options that employers may use to assign administrators in certain situations are outlined in subsection (c) of the regulations. These options may also be found in Section K of the *Administrator's Assignment Manual*.

Teachers Serving as Staff Developers

The role of the teacher has evolved over the years from that of strictly classroom teaching to being involved in activities beyond the classroom. Staff development, mentoring new teachers, working on standards and curriculum are a few of the duties teachers engage in at the school, district, and county levels.

Section 80020.4 was added to regulation to allow the holder of a teaching credential based on a bachelor's degree, teacher preparation, and student teaching to serve as a school, district, or county staff developer. Subsection (b) describes the procedure if an individual is providing staff development in a specific subject area. The teacher must either hold a credential in the specific subject area or have their subject area expertise verified by the local governing board. This authorization is for teachers who have been moved from their classroom teaching assignment to serve as a school, district, or county staff developer. It is not meant for individuals who present a staff development training to teachers on an intermittent basis.

Only holders of a teaching credential based on a bachelor's degree and a teacher preparation program including student teaching may serve in this type of assignment when the regulations are implemented on January 31, 2001. Employing agencies may not allow an individual assigned for the 2000 fall semester who holds

an emergency permit or waiver to serve for the 2001 spring semester. Teachers may serve on emergency permits and waivers in the assignment until January 31, 2001 only.

Subsections (c) and (d) were added to clarify that individuals who hold designated subjects adult or vocational teaching credentials may serve as staff developers in their respective adult or vocational subject area.

Teachers Serving as Program Coordinators

Section §80020.4.1 was added to regulation to allow the holder of a teaching credential based on a bachelor's degree, teacher preparation, and student teaching to serve as a school, district, or county program coordinator of staff development or curricular development. This clarifies for employers who may serve in this type of assignment. Reading programs have specific requirements that are outlined below.

Only holders of a teaching credential based on a bachelor's degree and a teacher preparation program including student teaching may serve in this type of assignment when the regulations are implemented on January 31, 2001. Employing agencies may not allow an individual assigned for the 2000 fall semester who holds an emergency permit or waiver to serve for the 2001 spring semester. Teachers may serve on emergency permits and waivers in the assignment until January 31, 2001 only.

Subsections (b) and (c) were added to clarify that individuals who hold designated subjects adult and vocational teaching credentials may serve as program coordinators in their respective adult or vocational subject area to improve instruction and enhance student learning.

Specifics on coordinating a reading program may be found in subsection (d). Holders of Administrative Services or Reading and Language Arts Specialist Teaching Credentials may coordinate *district* and *county* reading programs. Effective July 1, 2004, *school site* reading programs may be coordinated by holders of Administrative Services, Reading and Language Arts Specialist Teaching, and Restricted Reading Specialist Credentials as well as holders of a Reading Certificate.

Subsection (e) includes a grandparenting clause for serving as a *school site* reading program coordinator for individuals who meet specific criteria. Individuals who have completed three years of reading coordinator experience prior to July 1, 2004 while holding a teaching credential based on a bachelor's degree, teacher preparation, and student teaching may continue in the assignment as *school site* reading program coordinator. He or she does not have to obtain an Administrative Services, Reading and Language Arts Specialist Teaching, and Restricted Reading Specialist Credentials or Reading Certificate to perform the services of a *school site* reading program coordinator.

Verification of the reading program coordinator experience must be kept on file by the employing agency. County offices of education are required to report the number of individuals assigned under this Title 5 Section when reporting to the

Commission on the results of their annual assignment monitoring [EC §4428.9(b)]. Assignments should be listed in the section for “Other Legal Assignments” in the report.

Questions

If you have questions concerning this regulation change please call the Commission’s Information Services Office between 8 AM and 5 PM Monday through Friday at (916) 445-7254 or (888) 921-2682 if you are calling from outside of the 916 area code. You may also e-mail us at [credentials@ctc.ca.gov].

**Amendments to Section 80054 and Addition of Sections 80020.4,
80020.4.1, and 80054.5 of Title 5
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 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 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 credential as defined in (a)(1) of this section but for not more than five years. A Preliminary Administrative Services Credential that expired in less than five years shall be renewed until the date of expiration of the valid prerequisite credential 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 §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 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.
- (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.

Note: Authority cited: Section 44225, Education Code. Reference: Section 44065, 44069, 44270.2, 48900, 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.
- (c) The holder of a California designated subjects adult teaching credential may serve as the school-site, school district, and or county staff developer for adult teaching subject areas.
- (d) The holder of a California designated subjects vocational teaching credential may serve as the school-site, school district, and or county staff developer for vocational teaching subject areas.

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) The holder of a California designated subjects adult teaching credential may serve as staff development or curricular development program coordinator 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 serve as staff development or curricular development program coordinator 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 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.
- (e) 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.