



# PROGRAM SPONSOR ALERT

Date: May 31, 2019

Number: 19-05

Subject: Clarification on District Employed Supervisor Orientation and Support; Preliminary Multiple Subject and Single Subject Programs

## Summary

This alert provides clarification on the required 10 hours of initial orientation and ongoing required program support for district-employed supervisors (DES) (i.e. master teacher, mentor teacher, cooperating teacher). A program supervisor or university supervisor is not considered a DES.

## Background

[Program Standard 3\(D\)](#) for preliminary multiple subject and single subject (MS/SS) credential programs states, in relevant part:

“The program provides district employed supervisors a minimum of 10 hours of initial orientation to the program curriculum, about effective supervision approaches such as cognitive coaching, adult learning theory, and current content-specific pedagogy and instructional practices. The program ensures that district employed supervisors remain current in the knowledge and skills for candidate supervision and program expectations.”

## Clarification

MS/SS Program Standard 3(D) requires all Commission approved MS/SS credential programs to provide their DESs with two types of program support:

The first support is an initial orientation (minimum of 10 hours) with respect to:

1. Program curriculum,
2. Effective supervision approaches such as (but not limited to) cognitive coaching and adult learning theory, and
3. Current content specific pedagogy and instructional practices

The second support is ongoing support to ensure that DESs stay current with respect to:

1. Knowledge and skills for supervision, and
2. Program expectations

### Initial Orientation

Programs may develop their own unique DES initial orientation for all 10 hours, not just a portion of the orientation, and there is no restriction on programs using already existing professional development resources that are aligned with the standards. While the Commission has provided information about the California Council on Teacher Education's [CCTE intersegmental project](#) that includes 8 hours of orientation, this resource is not mandatory for programs.

All new DESs need to complete 10 hours of initial orientation. However, programs should evaluate the individual needs of each veteran DES to determine what additional orientation, if any, is needed. The program may determine that some veteran DESs need no additional orientation while others may need a complete orientation despite a long record of service in their roles. For example, a veteran DES may understand current supervision approaches, but need an orientation on the updated Teaching Performance Expectations (TPEs), and requirements of the updated Teaching Performance Assessment (TPA).

### Ongoing support

Both new and veteran DESs need to receive ongoing support from the program to remain current in knowledge and skills for supervision and program expectations throughout their tenure as supervisors. This ongoing support should include information on the TPEs and TPA requirements.

Programs should document the process used to determine which DESs receive what kind of orientation and support and how that process is monitored. Questions may arise during program review or at the accreditation site visit.

### **References**

[Preliminary Multiple and Single Subject Teaching Credential Program Standards \(2015\)](#)

[CCTE Intersegmental Project - Option for District Employed Supervisor Training](#)

### **Contact Information**

The Professional Services Division provides a full list of topic- and program- specific dedicated email addresses at: <http://www.ctc.ca.gov/educator-prep/PSD-contact.html>.