

# Designated Subjects: Supervision and Coordination Preconditions and Program Guidelines

**Commission on Teacher Credentialing**

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[Commission on Teacher Credentialing Program Standards](https://www.ctc.ca.gov/educator-prep/stds-prep-program)

**Designated Subjects: Supervision and Coordination:**

**Preconditions adopted February 1984**

**Program Guidelines adopted February 1984**

## Preconditions

1. **Possession of Pre-Requisite Credential** – Each candidate possesses a Level II Designated Subjects Adult Education or Vocational Education Credential before admission to the program.
2. **Minimum Length of Program** – Each program for the Supervision and Coordination Authorization is a minimum of 6 semester units or 90 clock hours.
3. **Sponsor Requirements** – Each program sponsor for the Supervision and Coordination Authorization is already approved for the Designated Subjects Adult Education or Vocational Education Credential.

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## Program Guidelines

### Guideline 1: Knowledge of Designated Subjects Programs

Each candidate knows the purposes, characteristics, and activities of vocational and/or non-vocational Designated Subjects programs.

### Guideline 2: Planning, Organization and Management of Designated Subjects Programs

Each candidate knows and applies the skills of planning, organizing, and managing Designated Subjects programs, which may include, but not be limited to:

* Program implementation planning;
* Conference leadership;
* Community relations and advisory processes;
* Program evaluation;
* Principles of student leadership and development.

### Guideline 3: Personnel Policy Development and Administration

Each candidate knows and applies the skills of personnel policy development and administration, which may include, but not be limited to:

* Selection;
* Evaluation;
* Staff Development;
* Human Relations;
* Supervision.

### Guideline 4: Fiscal and Regulatory Concepts

Each candidate knows and applies the fiscal and regulatory concepts related to Designated Subjects programs, which may include but not be limited to:

* Budgeting;
* Legislation;
* School law;
* Intra and interagency relations and;
* Funding sources.