

## DESIGNATED SUBJECTS EXISTING CREDENTIAL HOLDERS

### CAREER TECHNICAL EDUCATION

### ROLES AND RESPONSIBILITIES

---

#### ROLE OF THE CANDIDATE

In the *North Coast Designated Subjects Program*, Candidates who hold an existing Clear California Credential grow and improve in their ability to reflect upon and apply Career Technical Education (CTE) theories, frameworks, curriculum, and the specific pedagogical skills for subject matter instruction toward a clear CTE credential.

Candidates will:

- **Develop an Individual Learning Plan (ILP)** through a project-based learning plan that is collaboratively developed by the Candidate with input from the Candidate's employer. The ILP includes professional growth goals, a description as to how these goals will be addressed and defined through professional learning and teaching practice, measurable outcomes, and actions with evidence and reflection.
- **Utilize and integrate the CTE standards, performance levels for students, curriculum frameworks, and instructional materials** in the context of their teaching assignment.
- **Protect and support all students** by designing and implementing equitable and inclusive learning environments.
- **Maximize academic achievement** for students from all ethnic, race, socio-economic, cultural, academic, and linguistic or family background; gender, gender identity, and sexual orientation; students with disabilities and advanced learners; English Learners; and students with a combination of special instructional needs.

#### CANDIDATE RESPONSIBILITIES

##### 1. Registration

Candidates need to:

- Candidates complete the [NCSOE online enrollment process](http://www.ncsoe.org) (www.ncsoe.org). You will be automatically enrolled in the appropriate Canvas (online learning management system) course.
- Candidates complete required online **Foundations & Orientations** course within the first 30 days of enrollment.
- **Initiate the ILP** through Canvas with input from their employer (site administrator) within the first 60 days of enrollment.

##### 2. Required Coursework

- Candidates attend required coursework (in-person and/or online) that is aligned with CTE standards, curriculum and frameworks.

##### 3. Canvas Learning Management System (LMS) Inquiry Submissions:

- An ePortfolio Reader reviews the ILP / Project-based learning plan submission at the end of each Inquiry course (Spring and Fall) in Canvas. **Deadlines for submission** of the assignments are provided on the **Overview** available online and in the Program Orientation.

##### 4. Professional Credential ePortfolio

- It is the responsibility of each Candidate to document and turn in **professional quality Inquiry credential submissions** in their Professional ePortfolio for the California Clear Credential. Candidates should keep their own copy of the ePortfolio and are encouraged to use it as a demonstration of growth and competency.
- **\*\* IMPORTANT:** Failure to meet the required submission deadlines may result in termination from the program. See Failure to Submit policy for details.

##### 6. Program Completion

- Work towards mastery of the California Standards for the Teaching Profession (CSTP),
  - Reflect learning and professional growth goals and accumulate evidence of reflective practice,
  - Document all professional credential requirements,

- Compile Inquiry evidence of successful completion of growth activities in his/her Professional ePortfolio,
  - Attend virtual coursework and complete online coursework.
- Complete additional credential requirements.
- Complete annual local and state surveys in support of an application for a California Clear Credential.
- The Designated Subjects Program supports and facilitates credential completion, and Candidates who meet all requirements are recommended for a Clear CTE Credential. Some Candidates may have additional requirements beyond the Designated Subjects Program - the Credential Advisor will notify the Candidate of any additional requirements before the program files for the Clear Credential.

## 7. Purchasing University Credit for Induction

- **Extended Ed Units**
  - Beginning in 2020-21, teachers who participate in the North Coast Designated Subjects Program may be eligible to receive extended education units through NCSOE's partner universities for work completed each semester. Many school districts allow teachers to utilize units to advance on their salary schedule. This is especially beneficial to teachers who are just beginning their career. Each district has specific policies about using units for movement on the salary schedule. **Check your district's policy** before purchasing units and refer to the North Coast School of Education's website [www.ncsoe.org](http://www.ncsoe.org) for more information.
  - In order to receive the extended education units, Candidates agree to complete the requirements as described in the ***Roles and Responsibilities***. Should a Candidate apply for extended education units and be unable to complete their Roles and Responsibilities, he/she will receive an incomplete and will not earn the units until he/she is able to fulfill all of the requirements.
  - It is the Candidate's responsibility to verify with the university that the requested units have been recorded properly. Transcripts are ordered directly from the university.