

DESIGNATED SUBJECTS NEW CREDENTIAL HOLDERS CAREER TECHNICAL EDUCATION AND ADULT EDUCATION ROLES AND RESPONSIBILITIES

ROLE OF THE CANDIDATE

In the *North Coast Designated Subjects Program*, Candidates grow and improve in their ability to reflect upon and apply the *Teaching Performance Expectations (TPE)* (for first year Candidates) or the *California Standards for the Teaching Profession (CSTP)* (for second year Candidates), and the specific pedagogical skills for subject matter instruction for Career Technical Education (CTE) or Adult Education (AE).

Candidates will:

- **Develop an Individual Learning Plan (ILP)** that provides a focus for inquiry work in CTE or AE and is collaboratively developed with the Candidate, Mentor, and 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 CTE or AE standards and 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:

- New Candidates complete the [NCSOE online registration process](http://www.ncsoe.org) (www.ncsoe.org), returning Candidates update their accounts to the new program year. You will be automatically enrolled in the appropriate Canvas (online learning management system) course.
- Candidates complete required **online Foundations & Orientations** and **Adult Learning Principles and Theories** courses within the first 30 days of enrollment.
- **Initiate an ILP** (through your Canvas course) in collaboration with your Mentor and with input from your employer (site administrator) within the first 60 days of enrollment.

2. Mentor Teacher

- Each Candidate is assigned a Mentor Teacher. Mentors **meet weekly** with their Candidate(s), attend their own required Mentor training, and have the option to participate in professional learning as it relates to the Candidate's ILP or the Designated Subjects Program courses with their Candidate(s). The Mentor reviews the Candidate's ePortfolio work (ILP, artifacts) prior to submission to the program.
- If, for any reason, a Candidate and Mentor are not working together effectively, the District Coordinator, Lead Facilitator, Program Coordinator or Regional Director should be informed regarding a possible reassignment (see **Reassignment Policy** for additional information).

3. Required Coursework

- Candidates attend required Designated Subjects program courses (in-person and/or online) that is aligned with CTE and AE standards, curriculum and frameworks.
- Mentors may choose to attend these courses together with their Candidates, but are not required to do so.

4. Canvas Learning Management System (LMS) Inquiry Submissions:

- Each Candidate is required to submit ongoing Inquiry credential submissions to their Mentor who reads, reviews and provides ongoing feedback **prior** to submission to the program via Canvas, our online school.
- An ePortfolio Reader reviews all Inquiry credential submissions at the end of each Inquiry course in Canvas.

Deadlines for submission of the assignments to Mentors are provided on the **Overview** available online and in the Program Orientation.

5. Professional Credential ePortfolio

- It is the responsibility of each Candidate to document and turn in **professional quality Inquiry credential submissions** in his/her 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 Teaching Performance Expectations (TPE) or California Standards for the Teaching Profession (CSTP),
 - Reflect learning and professional growth goals and accumulate evidence of reflective practice,
 - Document all professional credential requirements, including observed evidence collaboratively assembled by the candidate, the mentor, and/or other colleagues,
 - 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 or AE 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 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.