

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 complete a two-year program to develop as educators through reflection and application of 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). The program provides formative and summative assessment opportunities for teachers to demonstrate their competency aligned with CTE and AE standards, teaching standards, curriculum, and frameworks toward a clear CTE/AE credential.

Candidates will:

- **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.
- **In Year 1, develop an Individual Development Plan (IDP)** 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 IDP 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 aligned with the *Teaching Performance Expectations* (TPE).
- **In Year 2, develop an Individual Learning Plan (ILP)** where they reflect on areas of strength and growth aligned with the *California Standards for the Teaching Profession* (CSTP) and demonstrate competency through a project-based learning plan that includes outcomes-based objectives, related academic skills, relevant student assessment, safe facility management, and promotion of a positive inclusive climate of instruction.

CANDIDATE RESPONSIBILITIES

1. Registration

- Year 1 Candidates complete the [NCSOE online application process](http://www.ncsoe.org) (www.ncsoe.org), Year 2 Candidates confirm continued employment through the online system.
- Complete the annual NCSOE online welcome, **The Launch**, within 2 weeks of enrollment (via Canvas, NCSOE's online school, accessed through your NCSOE account).
- **Register for and attend Early Program Orientation** via Zoom.
CTE Candidates complete the required **Early Online Orientation** and Adult Education Candidates complete the required **Adult Learning Principles and Theories** Canvas courses within the first 30 days of enrollment.
- **Attend and/or complete required coursework** (via Zoom and/or in Canvas)
- **Register for and attend a Sharecase** via Zoom.
- **Year 1 Individual Development or Year 2 Individual Learning Plans:** Deadlines for submission of the assignments are provided at Program Orientation and in the program materials.

2. Mentor Teacher

- Each Candidate is assigned a Mentor Teacher.
 - Candidates and Mentors register for and **attend the Program Orientation** at the start of the term and the **Sharecase** at the end of the term.
 - 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 Plan or the Designated Subjects Program courses with their Candidate(s). The Mentor reviews the Candidate's Plan 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 (via Zoom and/or online) that are 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. Professional Credential ePortfolio

- It is the responsibility of each Candidate to document and submit an **Individual Development Plan (Year 1) or Individual Learning Plan (Year 2)**. Candidates should keep their own copy of their submissions 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 their Plan,
 - 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 Adult Education Credential. Candidates will have additional state-requirements beyond the Designated Subjects Program. The Credential Advisor will notify the Candidate of all requirements upon enrollment in the Program and all requirements must be met prior to the program recommendation of the Clear Credential.

7. Purchasing University Credit for the Designated Subjects Program

- **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.