

UCLA Extension Education Specialist Induction Clear Credential Program
CANDIDATE ROLES & RESPONSIBILITIES

Candidates in the Education Specialist Induction Clear Credential program grow and improve in their ability to reflect upon and apply the *California Standards for the Teaching Profession* and the specific pedagogical skills for subject matter instruction beyond what was demonstrated for the preliminary credential. They utilize the adopted academic content standards and performance levels for students, curriculum frameworks, and instructional materials in the context of their teaching assignment. Candidates protect and support all students by designing and implementing equitable and inclusive learning environments. They 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. Candidates complete job-embedded formative assessment Inquiries with their support providers and collect evidence of competency to demonstrate completion of the program.

Responsibilities:

- 1. Advisement:** UCLA Extension staff advises candidates about program and professional credential requirements at the start of the clear credential program. Candidates are expected to participate in ongoing advisement by contacting staff with any questions.
- 2. Enrollment & Grade Tracking:** Candidates complete the UCLA Extension online enrollment. Candidates are responsible for enrolling in all courses specified the course of study page. Additionally, candidates are responsible for tracking their own grades and program progress through the Course of Study Tracking Document.
- 3. Support Provider:** Each candidate will be assigned a University Support Provider. The Support Provider advises the candidate in instructional best practices, provides formative feedback about the candidate's teaching, and supports the candidate in accumulating evidence of professional growth. If any issues arise between the candidate and Support Provider, please contact your Program Director at credentials@unex.ucla.edu.
- 4. Meetings:** Candidates meet with their Support Provider a minimum of four times per Inquiry. These meetings may be held in person, over the phone, via e-mail, or via Skype.
- 5. Participation:** Candidates are expected to participate regularly in discussion forums and submit all required documents and assignments on time.
- 6. Completion:** It is the responsibility of each candidate to accumulate evidence of reflective practice, to document all professional credential requirements, to compile evidence in his or her e-Portfolio, and at the end of the program, to organize this evidence in support of an application for a California Clear Credential. Candidates are solely responsible for the careful organization and saving of all assignments over the course of the program, and understand that these assignments will be submitted in an e-Portfolio at the culmination of the program. Candidates have been advised to save all assignments both on a computer and in a secure alternate location, such as removable memory, web, or cloud-based storage to prevent a total loss in case of computer malfunction. Course EDUC X 837.75A/B/C—Collaboration and Support—and course EDUC X 837.80—Portfolio Review—support and facilitate the process of building the e-Portfolio. Candidates must earn a letter grade of C (73%) or higher to

receive credit for all credential courses. Only those candidates who have met all requirements will be recommended for a Clear Credential.

7. Recording & Virtual Support: Candidates must be able to video record or live stream themselves carrying out a lesson plan with students. Candidates must be able to submit video recordings to their assigned University Support Provider for observation

I have read, understand, and support the above document.

Printed Name:

School Site:

Signature:

Date:
