Dear Site Administrator,

A teacher at your school site has elected to pursue their Clear Credential through the UCLA Extension Education Specialist Induction Clear Credential Program. Our goal is to establish a line of communication between site administrators and the University to provide our candidates with maximum support as they work towards clearing their credentials.

Specifics of the Program:

Candidates 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 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 and collect evidence of competency to demonstrate completion of the induction program.

Site Administrator Role and Responsibilities:

1. **Support:** Candidates will receive support from their Support Provider, their instructors, the program manager, and the program director. We ask that the site administrators support the candidate through ongoing discussions about the focus and progress of their Inquiry projects throughout the duration of the program, and allow the candidate to share any successful findings with school staff.
2. **Professional Development:** Candidate will be required to participate in quarterly Professional Development as part of the Inquiry process. Please keep your candidate apprised of local, district, and site in-service and professional development opportunities that may be included in his/her Induction plan.
3. **Evaluation:** At the completion of the program, the candidate will have assembled a Portfolio detailing their work that shows evidence of their growth as a professional educator. The candidate will schedule a meeting with the site administrator to showcase their portfolio and be evaluated on the quality of the Portfolio.

Site administrators play a key role in our program to ensure that each candidate has multiple layers of support throughout this process. You may be contacted during this process for your valuable input as we strive to develop a positive and effective learning experience for each of our candidates. If you have any questions throughout this process, please contact the program director at credentials@unex.ucla.edu.

CRITERIA FOR SITE SELECTION

Approved school sites for the UCLA Extension University Induction Clear Credential Program must meet the following criteria:

1. The curriculum and related instructional materials used by Standard Induction program track <u>and</u> Clear program track candidates at the school site when planning, delivering instruction, and assessing learning, must be based on preK-12 <u>state- or nationally-adopted academic content standards</u> and student performance levels. Here in California, that would mean that the curricula, assessments, and instructional planning are aligned with the California content standards for a particular grade level, which include the Common Core Standards for mathematics and language arts. Individuals who are teaching outside of California will also need to plan, deliver instruction, and assess learning and use curriculum materials aligned with state-, regionally-, or nationally-adopted standards in the state or country where they are teaching.

2. At the school site, the student group with which candidates are working must afford the opportunity to plan, deliver, and assess differentiated, standards-based instruction for a range of learners. In particular:

   a. The program's winter quarter inquiry assignment will require that candidates select, collect data about, and provide individualized instruction for <u>an English language learner</u> or for a student with a language difference who will benefit from individual interventions in English reading, writing, speaking, and/or listening.

   b. The program's spring inquiry assignment will require that standard induction program and clear program candidates select, collect data about, and provide individualized instruction for a <u>special needs student</u> or for a student with a learning difference who will benefit from individualized interventions. The candidate must have access to or be able to collect multiple sources of data regarding the student's special learning need (e.g., cumulative school records, different assessments, interviews with teachers or parents, etc.).

3. The language spoken during observed instruction at the host site must be comprehensible to the Support Provider. Individuals who expect to be teaching in a language other than English must notify the Education Specialist Induction Clear Credential Program Coordinator prior to the assignment of the Support Provider.

4. All 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.

By signing below, the candidate and the Site Administrator verify that the school site will meet the criteria listed above, and the Site Administrator has received an electronic copy of the program handbook.

Candidate Name: Site Administrator Name:

Candidate Signature: Site Administrator Signature:

Site Administrator e-mail:

School Site Name:

School Site Address:
                    (Address, City, State, Zip Code, Country)

SITE ORIENTATION CHECKLIST

General

- ☐ **Culture of the school**
- ☐ **Norms and expectations at the site**
- ☐ **Expectation from the community**
- ☐ **District/School-adopted curriculum and materials**
- ☐ **Primary Language Support Services**
- ☐ **Tour of the site; site personnel and staff roster**
- ☐ **Introductions to clerical and custodial staff**
- ☐ **Vision and Mission statements**

Procedures

- ☐ **Bell schedule; telephone; and keys**
- ☐ **School calendar; school map; parking**
- ☐ **Attendance**
- ☐ **Discipline**
- ☐ **Adjunct duties and assignments; breaks and lunch**
- ☐ **Assemblies**
- ☐ **Out of class (restrooms, hall passes, etc.)**
- ☐ **Field trips**
- ☐ **Sub finder; substitute lesson plans**
- ☐ **Parent conferences**
- ☐ **Ordering materials and supplies**
- ☐ **Reimbursement for materials purchased**
- ☐ **Back-to-School Night/Family Nights**

Health and Safety

- ☐ **Emergency cards**
- ☐ **Emergency drills and evacuation**
- ☐ **School Crisis Plan**
- ☐ **Disaster Plan and my role within this plan**
- ☐ **Accident Reports and First Aid Kit**
- ☐ **School site medical emergency procedures**
- ☐ **Mandated procedures for child abuse reporting**
- ☐ **Procedures dealing with blood-borne pathogens**
- ☐ **Identify students with special medications, health restrictions, modifications of program**

Policies

- ☐ **Sexual harassment**
- ☐ **Discipline**
- ☐ **Homework**
- ☐ **Teaching Evaluation Process**
- ☐ **English Learner Plan**
- ☐ **School Success Plan**
- ☐ **Special Education Plan**

Forms

- ☐ **Insurance information for employees**
- ☐ **Report card policy and procedure**
- ☐ **Absence reporting, lunch count**
- ☐ **Re-admit to class or tardy forms**
- ☐ **Student Study Team and IEP referrals**
- ☐ **General office referrals**
- ☐ **Supply request**
- ☐ **Custodial request, IT request**

Materials

- ☐ **Grade book and lesson planner**
- ☐ **Teacher and student instructional materials**
- ☐ **State Frameworks**
- ☐ **School handbook and staff handbook**
- ☐ **Class list/roster**
- ☐ **Supplies (location, procedures)**

Technology

- ☐ **Copy machine**
- ☐ **VCR/DVD and monitor**
- ☐ **Computers**
- ☐ **Computer lab scheduling and usage**
- ☐ **Student Data Software**
- ☐ **Technology use plan**

Candidate notes:

I certify that I have conducted a site orientation with the candidate and provided all necessary policies, procedures and materials.

Site Administrator signature: | Date: