



Submission of Documentation in Support of the  
Accreditation Site Visit  
Verification by the President/Superintendent of the Approved Entity

**Instructions:**

Complete form

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Send as e-mail with document/s to **assigned site visit consultant/s**

E-mail subject line: SV Documents – Institution Name


Include Preconditions and/or Common Standards response

You will receive a confirmation when documents are received.

Submission to include: ☒ Preconditions ☐ Common Standards ☐ Both

Date Submitted:	March 22, 2019
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Associate Dean:	Jill Rubalcava, Assistant Superintendent of Curriculum & Instruction & Professional Development

**I Hereby Signify My Approval to Transmit this Documentation to the Commission on Teacher Credentialing:**

  
\_\_\_\_\_  
President/Dean/Provost, Superintendent/Deputy Superintendent Signature

3/12/19  
\_\_\_\_\_  
Date

Joy Gabler  
\_\_\_\_\_  
Name of Signatory

Superintendent  
\_\_\_\_\_  
Position



# Hanford Elementary School District

714 N. White Street, P. O. Box 1067  
Hanford, CA 93232  
(559) 585-3600

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## **Program Specific Preconditions for the Clear Administrative Services Credential Program**

### **Precondition 1: Possess a valid California Preliminary Administrative Services Credential**

*All candidates entering the HESD Administrative Services Credential Clear Induction Program are first determined **eligible** by Human Resources through the hiring process as a new administrator, and after a review of their credential status.*

*Eligibility Criteria:*

- *Beginning on January 1, 2017, any candidate serving on a preliminary Administrative Services credential should be enrolled in a clear Induction program upon placement in an administrative position, but no later than one year from activation of the preliminary credential."*
- *Candidates issued their initial preliminary Administrative Services credential effective July 1, 2015 or later must complete an Administrative Services Clear Induction Program for the clear Administrative Services credential.*
- *Candidates eligible for the Administrative Services Clear Induction Program must possess a valid Preliminary Administrative Services Credential and verify employment in a full-time administrative position.*

*Once they are determined eligible, candidates will be supplied with a copy of **The Journey of the Administrative Candidate**, which outlines their two years in Induction. At that time, their name will be forwarded to the Program Director for the enrollment into the HESD Administrative Services Credential Clear Induction Program within the first 30 days of hire, but not later than the first year of hire. Well-matched and experienced coaches are assigned as soon as the candidate is determined eligible.*

*Evidence: [Notification of Eligibility and Responsibility to Enter](#), [Journey of the Administrative Candidate](#)*

### **Precondition 2: Verification of an offer of employment in a full or part-time administrative position in an employing agency as defined in Title 5 of the California Code of Regulations section 80054(g)(1).**

*When an administrative candidate is offered employment with HESD, a written offer of employment is given to the candidate. The District provides the candidate with a credential verification form which verifies the current credential status. The candidate must register their credential verification form with the Kings County Office of Education credential analyst. The credential analyst creates a biannual report that is shared with the superintendent, assistant*

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**Superintendent – Joy C. Gabler**

**Governing Board - Robert A. Garcia, Jeff Garner, Lupe Hernandez, Timothy L. Revious, Greg Strickland**



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*superintendent of H/R and induction director. The report provides information regarding the status of an administrator's credential, as well as the expected date that the administrator will qualify for admission to the CASC program.*

*Evidence: [Initial Offer of Employment Contract](#), [Program Level Preconditions Tracking Document](#)*

**Precondition 3: An entity that operates a program for the clear Administrative Services Credential shall provide for the development of a written individualized program of professional development activities (clear credential induction plan) for the advanced preparation program based upon individual needs. The plan shall be developed in consultations among the candidate, employer and university/program representative.**

*As the HESD candidate transitions from the Preliminary Administrative Services Credential to the Administrative Services Credential Clear Induction Program, the coach and the candidate will meet to develop the Individual Induction Plan. During this transition meeting, the coach will ask the candidate to identify strengths, based on the CAPES assessment used during the Preliminary Program.*

*If the assessment is available, the candidate and coach can use the Performance Expectation Chart for CAPE and CPSELs to have a discussion, prior to designing the Individual Induction Plan, regarding their preliminary program preparation and Induction alignment. The candidate will be asked to share information from their preliminary preparation experience, including their portfolio or artifacts, (if available.)*

*After completing a self-assessment using the Descriptions of Practice, candidates will be asked to identify CPSELs to be the focus of the work they will do during Induction, based on their individual growth goals. They will also choose professional development that supports their growth goals, aligned to their new assignment, while also building from their prior professional experiences. These will become the focus for their Individual Induction Plan, leading to their Inquiry, and will provide direction for the coaching they will receive.*

*In addition, the HESD candidate will share his/her Individualized Induction Plan with the Superintendent/Assistant Superintendent within the first 30 days of school. After sharing the IIP goals, the superintendent/assistant superintendent will have the opportunity to share any support opportunities and/or resources available to help candidate achieve his/her goals.*

*Evidence: [IIP with Collaboration Meeting Form](#), [Professional Development Menu of Options](#)*

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**Precondition 4: Verification of two years of successful experience in a full-time administrative position as defined in Title 5 of the California Code of Regulations section 80054 (g)(2)(B) with an employing agency as defined in section 80054 (g)(1).**

*When a new administrative candidate is promoted from within the district, the credential analyst has access to readily available files that verify the candidate's experience such as the fiscal management system (FMS) used by the county that gives each district the responsibility for tracking assignments as well as the certificated employee's current employment record. If the administrative candidate is hired from outside of the district, then the Verification of Experience form is used to verify teaching and/or administrative experience. The current credential is accessed from the CTC website.*

*Prior to recommending a candidate for the Clear Administrative Services Credential, the HESD CASC Induction Program will verify that the candidate has completed the requirement of a minimum of two years of successful experience in a full-time administrative position. A Verification Letter confirming that the candidate has met this requirement will be provided to the candidate to submit to CTC and uploaded to candidate's portfolio.*

*Evidence: [Link to Verification Letter](#), [Verification of Experience](#), [Notice of Induction Eligibility](#), [Offer of Certificated management employment](#), [Program-Level Preconditions Tracking Document](#)*

**Precondition 5: Has completed a Commission-approved Clear Administrative Services Credential (CASC) Induction Program based on Administrative Services Credential Program Standards (rev. 6/2014).**

*At the end of the two years of the HESD Clear Induction, each candidate will be certified for eligibility through the evaluation of the portfolio and one or more of the following to ensure that the coach, program director, district representative have determined that the candidate has met competency. Multiple measures include: self-assessments with input from the coach to measure proficiency growth on the CPSELs; an examination of the candidate's success in reaching goals on the IIP; participation in the coaching process; a record of artifacts, evidence, and documents providing examples of candidate's efforts and accomplishments; a record of completion of 20-30 hours annually of professional development seminars and training; self-assessment in written reflections, and an e-Portfolio review. Candidates will maintain an electronic portfolio for the comprehensive collection of artifacts and verification that the candidate has met the professional competencies required to effectively lead, manage, and improve educational organizations. Candidates will showcase their work by giving an oral presentation to district supervisors and induction director to review and approve final portfolio.*

*Evidence: [Program-Level Preconditions Tracking Document](#), [Induction Program Completion Requirements](#)*

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### Program Specific Preconditions for the Clear Administrative Services Credential Program

#### Disclosure

The Hanford Elementary School District is the sole provider of services for the Hanford Elementary School District Induction Program and does not contract with outside services to provide any direct educational services as all or part of the educator preparation programs sponsored by the institution.

Joy Gabler  
Superintendent

Sponsor for the Hanford Elementary School District Induction Program

5/16/19  
Date

Superintendent – Joy C. Gabler

Governing Board - Robert A. Garcia, Jeff Garner, Lupe Hernandez, Timothy L. Revious, Greg Strickland