

Level Three Modules

Supervision & Coordination Credential (S&C) Overview:

This is a mid-level management credential specifically for adult/career technical/career technical education. It allows the holder to serve as a coordinator, department chair, lead teacher, even, with the approval of the Board of Education, as vice principal of the designated subjects programs. It is occasionally used in some district level positions for coordination of programs. It also allows the holder to be paid on an administrative or special salary schedule (according to district policy).

Holders often perform duties such as designing the curriculum, course of study for an entire department, scheduling courses, managing the program budget, recruiting and recommending teachers to the principal or director and Board of Education, writing grant applications, coordinating WASC accreditation, publicizing programs, observing classroom teaching, and "other duties as assigned."

Courses:

Each course, Module 9 (Fall) and Module 10 (Spring) meet a total of 4 sessions, spread throughout the semester, meeting approximately every 2 - 6 weeks.

Between class sessions, class members perform a supervision/coordination/mid-management type project under the supervision of their department chairs or principals/directors. During each course, the candidates will design and complete a project in each of the following areas:

- Planning, Organization, and Management of Designated Subjects Programs.
- Personnel Policy Development and Administration of Designated Subjects Programs
- Fiscal/Regulatory Concepts Related to Designated Subjects Programs

Upon completion of both the Module 9 and Module 10 course, and passing the CBEST test, the candidate may apply for the S&C Credential. The full time adult/career tech/vocational credential must also be maintained in order for the S&C credential to be in effect. It is renewed every five years. It does not currently require professional growth.

Module 9 Supervision & Coordination 7869

Section	Fee	Mtg	Date	Day	Time	Ctr
886930	\$345	4	08/21—11/06	S	8:30am—3:00pm	SO

Module 10 Supervision & Coordination, Part II 7870

Section	Fee	Mtg	Date	Day	Time	Ctr
887030	\$345	4	TBA	S	9:00am—3:00pm	SO

MetroED Credentialing Services: 408-723-6466 or leacredentials@metroed.net

To Obtain a Preliminary or Clear Credential

MetroED is an approved LEA (Local Education Agency) and a member of the Credentialing Services Consortium. The staff assists those wishing to obtain a Preliminary Designated Subjects Adult, Vocational, or Special Subjects Credential. The Module classes offered by MetroED are designed for those seeking a clear credential: Level 1 in the first two years and Level 2 before the fifth year expires. Please call 408-723-6466 for information and/or a counseling appointment. Fees apply.

LEA Credential Services Fees:

Credential Packet	\$15.00
Credential Processing Fee	\$55.00
Level 1 Verification Letter	\$35.00
Annual Registration Fee	\$30.00*Pay once per school year

Equivalency for Past Coursework and Relevant Professional Training:

MetroED provides equivalencies for past coursework and other relevant professional training. This means granting equivalencies for specific Level 1 and Level 2 modules. These are done on a case-by-case basis.

The applicant is responsible for providing the appropriate documentation and verification.

Fee for each module equivalency waiver: \$75.00

Module Information: 408-723-6466 or moduleregistrar@metroed.net

Credential Modules

The modules are part of a commission approved personalized preparation program designed for those teaching adult, vocational, or special subject programs. They are offered on Saturdays, late afternoons, and evenings to meet the needs of working and out-of-the-area teachers.

For specific directions to module course locations, please contact:

MC/CCOC/SO 408-723-6466 moduleregistrar@metroed.net
Santa Cruz 831-479-5233 markhodge@santacruz.k12.ca.us

2 Easy Ways to Register for Modules:

By mail: Credentialing Services, 760 Hillsdale Ave, Bldg 6, San Jose, CA 95136

Walk in: Register at Hillsdale location only:
760 Hillsdale Ave. Bldg 6, San Jose, CA 95136

No bills larger than \$20. No personal checks or credit cards.

Credentialing and Teacher Training
Metropolitan Education District
760 Hillsdale Avenue, Bldg. 6
San Jose, CA 95136-1190



MetroED is the largest career-oriented organization comprised of high school and adult careertechnical, academic and community programs.

MetroED annually provides more than 20,000 diverse students with the skills to help them be productive, income-earning and taxpaying contributors to Silicon Valley.

Metropolitan Education District ... What Could You Be?



Adult, Vocational and Special Subjects Credentials

Commission Approved
Personalized Preparation
Program & Services

Schedule of Classes Summer 2010—Spring 2011

Metropolitan Education District
760 Hillsdale Avenue, Bldg. 6
San Jose, CA 95136-1190

Level One Modules

Module 1 Essential Instructional Skills 7851

MUST BE TAKEN FIRST

This course provides a foundation for the new teacher: formulating model lessons, class management techniques, and establishing your teaching personality. Topics include diversity of student needs, using different modalities, group behavior dynamics, and strategies for building classroom success and confidence. (35 hours/3.5 units)

Section	Fee	Mtg	Date	Day	Time	Ctr
885120	\$250	9	08/03—08/31	TTH	3:30pm—7:30pm	SC
885130	\$250	4	07/10—8/14	S	8:30am—5:00pm	SO
885131	\$250	9	08/18—09/20	MW	5:00pm—8:00pm	CCOC
885140	\$250	6	09/01—10/06	W	3:00pm—8:00pm	Napa
885142	\$250	6	01/12—02/16	W	3:00pm—8:00pm	Napa
885141	\$250	6	04/20—05/25	W	3:00pm—8:00pm	Napa

Module 1A Instructional Practices for ESL 7852

This course provides an overview of effective strategies and skills for teaching English Language Learners. These will involve building on the teacher's existing strengths, while providing guidance through second language acquisition and Adult ESL Model Program Standards. (5 hours/.5 units)

Section	Fee	Mtg	Date	Day	Time	Ctr
885230	\$75	TBA				
885231	\$75	TBA				

Module 1B Instructional Practices For Older Adult Subjects 7853

This course reviews effective strategies and skills in teaching older adults. Emphasis is given to the psychosocial dimensions and special needs of aging. Model Program Standards and community resources are specifically addressed. (5 hours/.5 units)

Section	Fee	Mtg	Date	Day	Time	Ctr
885330	\$75	TBA				
885331	\$75	TBA				

Module 1C Instructional Practices for Adults with Disabilities Subjects 7854

This course reviews effective strategies and skills in teaching adults with special challenges. Topics include: an inventory of disabilities, causes, limitations, legalities, and designing lessons to accommodate various special needs. (5 hours/.5 units)

Section	Fee	Mtg	Date	Day	Time	Ctr
885430	\$75	TBA				
885431	\$75	TBA				

Site Abbreviations

CCOC	HS Campus, 760 Hillsdale Ave., San Jose
MC	Metro Center, 760 Hillsdale Ave., Bldg. 6, San Jose
NAPA	Napa Adult School, 1600 Lincoln Ave, Napa
SC	Santa Cruz COE, 400 Encinal Street, Santa Cruz
SO	HS Campus, 760 Hillsdale Ave, Bldg. 400, San Jose

Credentials Program Modules

Personalized Preparation Programs for Adult Designated Subjects or Vocational Ed (CTE). Credentials

LEVEL ONE

Must be completed by the 2nd year of a preliminary full-time or part-time credential.

Adult/Special Subjects Credentials:

Module 1
Module 1A, 1B, 1C (if applicable)
Module 1D
Module 2
Module 2
Module 4 & CPR

Vocational Credentials:

Module 1
Module 1D
Module 2
Module 3
Module 4 & CPR

LEVEL THREE

Module 9 CBEST Certification, 3 Years Experience

LEVEL TWO

Must be completed by the end of 5th year of a preliminary full-time credential.

Adult/Special Subjects Credentials:

Module 5
Module 6
Module 7

Vocational Credentials:

Module 5
Module 6
Module 7
Module 8

(Level II CTC (vocational) credential holders should complete Modules 5, 6, 7, and 8 by August 31, 2012. If not completed, students will be transferred to the new 3-year teacher preparation program.)

Module 10

D.S. Credential (Adult or CTE)

Module 1D Computer Skills Training for Teachers 7855

NOT designed for beginners. (Must pass computer skills assessment in first meeting.) This course is designed to enhance computer literacy, in order to fulfill credential requirement in the areas of MS Office, keyboard and mouse manipulation. MS Word, MS Excel, MS PowerPoint and Windows will be covered. (18 hours/1.5 units) **Bring thumb drive on first day.**

Section	Fee	Mtg	Date	Day	Time	Ctr
885520	\$125	5	01/11—01/25	TTH	3:30pm—7:30pm	SC
885530	\$125	3	09/18—10/02	S	8:00 am—3:00pm	CCOC

Computer Skills Test (Option) 7850

This is a hands-on test, which may be taken in lieu of the Computer Skills module, to determine your ability to use a computer in an instructional setting. Call 723-6466 for test appointment. (1 hour). **By appointment only. No walk-ins, please.**

Section	Fee	Mtg	Date	Day	Time	Ctr
885030	\$75		By Appointment Only			CCOC

Module 2 Student Characteristics 7862

This course provides skills for teaching diverse populations. Goals, objectives, and lessons focus on learning theory, and address students' race-ethnicity, cultural identity, acculturation, and economic status. Teaching strategies incorporate the psychosocial dimensions of adolescent and adult developmental stages. (30 hours / 3 units)

Section	Fee	Mtg	Date	Day	Time	Ctr
886220	\$225	8	09/07—09/30	TTH	3:30pm—7:30pm	SC
886230	\$225	4	09/18—10/09	S	8:30am—3:00pm	CCOC
886240	\$225	5	10/20—11/17	W	3:00pm—8:00pm	Napa
886243	\$225	5	03/02—04/06	W	3:00pm—8:00pm	Napa
886244	\$225	5	06/01—06/29	W	3:00pm—8:00pm	Napa

Module 3 Vocational Classroom Techniques 7863

This course provides strategies and skills for teaching vocational curriculum. These involve using a strength-based approach that integrates academic and vocational skills. Instructional techniques address the need to provide appropriate challenges, to build self-esteem, while motivating and sustaining student interest. (30 hours / 3 units)

Section	Fee	Mtg	Date	Day	Time	Ctr
886320	\$225	7	10/07—10/28	TTH	3:30pm—7:30pm	SC
886330	\$225		07/01—06/11	TBA	TBA	CCOC

Module 4 Health Education Overview 7864

This course provides an overview of health information and issues for the classroom teacher. Topics include: nutrition, common health problems, alcohol/drug abuse, and child/aging abuse. Special focus is on the teacher's responsibilities and local health resources. (15 hours / 1.5 units)

Section	Fee	Mtg	Date	Day	Time	Ctr
886430	\$125	4	10/13—11/03	W	5:00pm—8:00pm	CCOC
886421	\$125	6	02/01—02/17	TTH	3:30pm—7:30pm	SC

Community/Heart Saver CPR

Please contact your local American Red Cross or American Heart Association for course information. To fulfill the State of California teaching requirement for a teaching credential, CPR requirements must cover the needs of infants, children, and adults.

All Modules Also Have a \$30 Per School Year Annual Registration Fee (Pay only once per school year no matter how many classes you take)

Level Two Modules

Module 5 Independent Study/Supervised Field Projects 7865

*Pre-requisite: You must be teaching, **NOT** substituting to complete project.

This course will have participants develop, implement, evaluate and enhance an instructional program, unit of curriculum or a special project related to the area of instruction authorized by the credential or the requirements of the personalized preparation program. (10 hours/1 unit)

Section	Fee	Mtg	Date	Day	Time	Ctr
886530	\$100	2	07/14 & 08/11	W	5:00pm—8:00pm	CCOC
886520	\$100	3	02/22—03/01	TTH	3:30pm—7:30pm	SC
886531	\$100	2	09/27—11/01	M	5:00pm—8:00pm	CCOC

Module 6 Student Achievement 7866

This course provides enhancement of communication skills, evaluation modalities, and counseling/guidance strategies. Topics include: student diversity, adolescent/adult psychosocial development, individual needs in group process, promoting student progress and teacher effectiveness, and providing students with both security and challenge. (30 hours/3 units)

Section	Fee	Mtg	Date	Day	Time	Ctr
886620	\$225	8	03/03—03/29	TTH	3:30pm—7:30pm	SC
886630	\$225	4	09/11—10/02	S	8:30am—3:00pm	CCOC

Module 7 Adult & Vocational Programming 7867

This course provides an overview of adult and vocational instructional strategies and programs. Topics include: instructional technologies, academic-vocational integration, appropriate learning modalities, and structures of educational, legislative, and career path programs. Adult and vocational education statutes are specifically addressed.

Santa Cruz location: 24 hours lecture, 6-hour project. For MC location: 8 hour class, 6-hour project, and 16 hours research. (30 hours/3 units)

Section	Fee	Mtg	Date	Day	Time	Ctr
886730	\$225	8	10/09—10/30	S	8:30am—3:00pm	CCOC
886720	\$225	8	03/31—05/03	TTH	3:30pm—7:30pm	SC

Module 8 Vocational Education Principles & Practices 7868

This course addresses the needs of vocational classrooms and programs. Topics include: student recruitment/placement, program management/growth, addressing student diversity, and the systemic development of vocational education programs. Special focus is on developing a model individualized project. (15 hours 1.5 units)

Section	Fee	Mtg	Date	Day	Time	Ctr
886820	\$125	4	05/10—05/19	TTH	3:30pm—7:00pm	SC
886830	\$125	2	12/04—12/11	S	9:00pm—3:00pm	CCOC