

**CLEAR CREDENTIAL PROGRAM
COACH AND PLACEMENT INFORMATION FORM**

The Clear Credential Candidate must provide the following information:

Name:	
Date:	
I.D. Number:	
Telephone Number:	
E-mail Address:	
Address:	
Multiple or Single Subject Credential:	
Subject Area (for single subject candidates):	

The Clear Credential program requires that a Site-Based Mentor (Coach) be assigned to the Clear Credential Candidate (CCC). Coaches must meet the following criteria:

- A minimum of three years successful teaching
- A valid CTC issued teaching credential
- Relevant grade level/subject area experience
- Written recommendation by site administrator and/or district administrator
- Commitment to work as a Coach for a minimum of one semester
- Completed application to serve as Coach

NOTE: If no Site-Based Mentors are available, the Clear Credential Candidate may be asked to wait to participate in the Multiple or Single Subject Clear Credential program until a suitable mentor can be found.

Please check the appropriate box regarding your Site-Based Mentor (Coach):

- I need Biola University's School of Education's assistance in finding a Site-Based Mentor.
- I have provided information on possible Site-Based Mentors on the opposite side of this form.

Clear Credential Candidate Signature

Date

Site-Based Mentor (Coach) Information

(see attached job description)

Name:	
Contact Number:	
E-mail Address:	
School:	
School Address:	
District:	
Grade Levels & Subjects Taught:	
Current Credentials (subject area):	
Years of Teaching Experience:	

Name:	
Contact Number:	
E-mail Address:	
School:	
School Address:	
District:	
Grade Levels & Subjects Taught:	
Current Credentials (subject area):	
Years of Teaching Experience:	

Name:	
Contact Number:	
E-mail Address:	
School:	
School Address:	
District:	
Grade Levels & Subjects Taught:	
Current Credentials (subject area):	
Years of Teaching Experience:	

Job Description for Coach of Clear Credential Candidate

Qualifications:

- Must be a growing Christian actively involved in a Bible-believing church and in full agreement with the Biola University Doctrinal Statement.
- Must have taught for a minimum of three years and hold a California Clear Credential or its equivalent.
- Must possess skill in teaching English Language Learners, students with disabilities, gifted students, and those with other special needs.
- Must understand how to integrate content from school subjects with biblical principles and concepts.
- Must have exceptional people skills to professionally guide a new teacher toward excellent teaching.

Job Description:

- Will attend a minimum of four professional development sessions with the Clear Credential Coordinator. Portions of these may include the Clear Credential Candidate. These sessions may be virtual or in-person.
- Coaches will meet weekly with their candidate. Meetings may take place by telephone, Black-board or video chat. However, a minimum of 50% of these meetings must take place in-person. The meetings will consist of the following:
 - Collecting artifacts of evidence such as evaluations and notes to be turned in to the Clear Credential Coordinator at the end of the semester.
 - Three of the weekly meetings shall be used to review the candidate's lesson plan, observe as the lesson is taught and provide constructive feedback for future growth in a post-observation conference.
- Guide their candidate to complete a personal description of practice analysis and develop a personal professional development plan for technology use, biblical integration, English Language Learners, Special Populations, and four of the domains outlined in the Description of Practice Form E-1.
- Assist their candidate in identifying personal teaching related specific areas of strength and areas needing growth and guide the candidate to determine multiple artifacts that would support evidence of growth from one level to a higher level of functioning as a teacher.
- Will participate in end of semester evaluation process for candidates.
- May apply to receive one unit of graduate credit for supervision of Clear Credential Candidates for the semester, pending acceptance from Biola's Graduate Admissions. May register for one unit per semester for up to four semesters.
- Coach may receive Christian Educator units at no charge.

Compensation:

- Coach will receive a stipend at the end of the semester for mentoring Clear Credential Candidates.