

**ASSIGNMENT**

The Governing Board respects the importance of assigning teachers in accordance with law, so as to serve the best interests of our students and the educational program. Insofar as possible, the Superintendent or designee shall assign certificated personnel to positions for which their preparation, certification, experience and aptitude qualify them.

(cf. 4112.2 – Certification)

(cf. 4112.21 – Interns)

(cf. 4112.22 – Staff Teaching Students of Limited English Proficiency)

(cf. 4112.23 – Special Education Staff)

(cf. 4112.8/4212.8/4312.8 – Employment of Relatives)

In accordance with the collective bargaining agreement, teachers may be assigned to any school within the district. Teachers shall not be assigned outside the scope of their teaching certificates or their fields of study except as allowed by law.

(cf. 4141/4241 – Collective Bargaining Agreement)

The Superintendent or designee shall ensure that workshops are held for district administrators clarifying the proper assignment of teachers within their credential authorizations.

The Board encourages the assignment of experienced and fully credentialed teachers, including those who have attained National Board for Professional Teaching Standards certification, to schools with the greatest need to improve student achievement.

Teachers shall be assigned to teach core academic subjects in title I and non-Title I programs in accordance with the requirements of the No Child Left Behind Act pertaining to teacher qualifications. (20 USC 6319, 7801; 5 CCR 6100-6126)

(cf. 4112.24 – Teacher Qualifications Under the No Child Left Behind Act)

(cf. 6171 – Title I Programs)

The Superintendent or designee may assign holders of a credential other than an emergency permit, with their consent, to teach subjects outside their credential authorization in departmentalized classes. The Superintendent or designee shall, with the assistance of subject matter specialists, develop procedures to verify the subject matter knowledge of the teacher before any such assignment is made. (Education Code 44258.3)

The Superintendent or designee shall periodically report to the Board on any teacher misassignments or vacancies. He/she shall report to the Board the results of the County Superintendent's review of district misassignments and vacancies, and shall provide recommendations for remedying any identified issues.

(cf. 1312.4 – Williams Uniform Complaint Procedures)

## **ASSIGNMENT (continued)**

### **Committee on Assignments**

The Superintendent or designee shall establish a district Committee on Assignments which may grant approval for assigning full-time teachers with special skills and preparation outside their credential authorization to teach, with their consent, in the area of such special skill for up to 40% of a full-time assignment. The Committee on Assignments shall include an equal number of teachers, selected by teachers, and district administrators, selected by district administrators.

The Committee on Assignments may approve assignments for a maximum of one school year and may subsequently extend such assignments when the teacher and principal apply for extension. All assignments and extensions require approval before the beginning of the semester in which they occur.

The Superintendent or designee shall submit to the County Superintendent of Schools a plan, which shall include at least:

1. Statements signed by the Superintendent or designee and the Board president, approving the establishment of the Committee on Assignments.
2. Procedures for selection of Committee membership.
3. Terms of office for Committee members.
4. Criteria for determining teachers' qualifications for these assignments. (Education Code 44258.7)

### **Review of Teacher Assignments**

The Superintendent or designee shall establish procedures for an annual review of teacher assignments, including the collection of teacher assignment schedules for each school and the verification of the legality of those assignments by a personnel administrator. (Education Code 44258.9)

These procedures shall require that each principal annually file with the Superintendent or designee a signed affidavit stating whether all certificated staff for whom he/she is responsible are assigned to areas within their credential authorizations. (Education Code 44258.9)

The Superintendent or designee shall present a report on teacher assignments to a public Board meeting by December 15 of each year. (Education Code 44258.9)

Each June 1 the Superintendent or designee shall submit a signed affidavit to the County Superintendent attesting to the legality of all certificated employee assignments for the current school year. (Education Code 44258.9)

**ASSIGNMENT (continued)**

Legal Reference:

EDUCATION CODE

33126 School accountability report card

35035 Additional powers and duties of superintendent

35186 Complaint process

37616 Assignment of teachers to year-round schools

44225.6 Commission report to the legislature re: teachers

44250-44277 Credentials and assignments of teachers

44395-44398 Incentives for assigning NBPTS-certified teachers to high-priority schools

44824 Assignment of teachers to weekend classes

44955 Reduction in number of employees

GOVERNMENT CODE

3543.2 Scope of representation

6100-6126 Teacher qualifications, No Child Left Behind Act

UNITED STATES CODE, TITLE 20

6319 Highly qualified teachers

7801 Definitions, highly qualified teacher

CODE OF FEDERAL REGULATIONS, TITLE 34

200.55-200.57 Highly qualified teachers

Management Resources:

WEB SITES

CSBA: <http://www.csba.org>

California Department of Education: <http://www.cde.ca.gov>

Commission on Teacher Credentialing: <http://www.ctc.ca.gov>

**ASSIGNMENT**

**Procedures for Verifying Subject Matter Knowledge**

With the involvement of appropriate subject matter specialists, the Superintendent or designee shall develop and employ procedures for verifying the subject matter knowledge of teachers assigned to teach in departmentalized classes outside their credential authorization pursuant to Education Code 44258.3. For the purposes of these procedures, subject matter specialists are curriculum specialists, resource teachers, classroom teachers certified to teach a subject, staff to regional subject matter projects or curriculum institutes, or college faculty. (Education Code 44258.3)

(cf. 4112.2 - Certification)

(cf. 4112.21 - Interns)

(cf. 4112.22 - Staff Teaching Students of Limited English Proficiency)

(cf. 4112.23 - Special Education Staff)

Procedures to be used for this purpose shall specify: (Education Code 44258.3)

1. One or more of the following ways in which subject matter competence shall be assessed:
  - a. Observation by subject matter specialists
  - b. Oral interviews
  - c. Demonstration lessons
  - d. Presentation of curricular portfolios
  - e. Written examinations
2. Specific criteria and standards for verifying subject matter knowledge by any of the above methods. These criteria shall include, but need not be limited to, evidence of the individual's knowledge of the subject matter to be taught, including demonstrated knowledge of the curriculum framework for the subject and the specific content of the district's course of study for the subject at the grade level to be taught.

Whenever a teacher is assigned to teach departmentalized classes pursuant to Education Code 44258.3, the Superintendent or designee shall notify the exclusive representative of the district's certificated employees. (Education Code 44258.3)

(cf. 4140/4240 - Bargaining Units)

**ASSIGNMENT** (continued)

Verification of the subject matter competence of teachers assigned to core academic subjects in Title I and non-Title I programs shall be based on procedures and criteria specified in 5 CCR 6100-6115.

(cf. 4112.24 - Teacher Qualifications Under the No Child Left Behind Act)

**Assignment to Special Schedules**

The Superintendent or designee shall make every reasonable effort to accommodate the preferences of certificated staff when assigning them to schools with year-round or regular schedules. (Education Code 37616)

(cf. 6117 - Year-Round Schedules)