

ASSIGNMENT

In order to serve the best interests of students and the educational program, the Governing Board respects the importance of assigning teachers in accordance with the law. The Superintendent or designee shall assign certificated personnel to positions for which their preparation, certification, experience and aptitude qualify them in accordance with the collective bargaining agreement. Certificated personnel assigned to teach classes such as advanced placement, academic classes and other complex or specialized subjects shall possess the requisite training skills and academic background.

(cf. 4112.2 - Certification)

The Governing Board authorizes the establishment of a Committee on Assignments as outlined in Education Code 44258.7(c) (d) to review and approve assignments of teachers who hold a credential other than an emergency permit and with special skills and preparation to teach an elective course in the area of the special skills and preparation outside their credential area, provided that the assignment is first approved by a Committee on Assignments. Teachers must consent to any such assignment. The membership of the Committee on Assignments shall include an equal number of teachers selected by teachers, and administrators selected by administrators.

Assignments approved by the Committee on Assignments shall be for a maximum of one school year, but may be extended by action of the committee upon application by the school site administrator and the affected teacher. All initial assignments and extensions shall be approved prior to the beginning of the semester in which the assignment is to take place. The site administrator shall notify CUEA of each teacher assigned under this provision.

To be approved by the Committee on Assignments for a teaching assignment outside the credential area, a consenting teacher should meet one or more of the following criteria in the assignment area:

1. College coursework or other formal training
2. Workshops, conferences, or other special training
3. Reading or self-directed study
4. Life experience or personal avocation
5. Work experience or professional involvement
6. Internship
7. Study with mentor teacher

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8. Successful teaching experience in the area
9. Other

Procedure for selection of committee membership in accordance with the Education Code Section 44258.7(c):

1. Superintendent or designee shall chair committee and appoint three administrators.
2. Capistrano Unified Education Association (CUEA) shall appoint three teachers.
3. Chief Personnel Officer shall serve as a nonvoting facilitator.

Term of office for Committee on Assignment members:

The term of office shall be for one year, and committee members can be reappointed.

K-8 Alternative Credentialing

The Board authorizes the assignment of any holder of a credential, other than an emergency permit, to teach any subjects in departmentalized classes grades K-12, pursuant to Education Code 44258.3.

The Board requires subject matter adequacy in the classes to be taught and the necessary teacher skills as requirements preliminary to making these assignments. The teacher must consent to any such assignments.

Teachers may attain subject matter competency under this policy by one or more of the following means:

1. Successful prior teaching experience
2. Self-directed study
3. Completion of an internship
4. Study with a mentor
5. Curriculum institutes
6. Work experience

ASSIGNMENT (continued)

7. Systematic program of professional development
8. Other means as appropriate and documented

PROCEDURE

Upon request of either a teacher or site administrator, the Deputy Superintendent, Education, shall convene a committee of subject matter specialists, both teacher and administrator, for the purpose of assessing the subject matter competence of the teacher requesting to teach under this policy.

The committee may assess subject matter competence through the use of one or more of the following methods:

1. Observation - A planned observation of the teaching skills and competency by a committee of subject matter specialists. The specialist will then make a recommendation to the Deputy Superintendent, Education.
2. Interviews - The Committee may interview the candidate and certify the necessary competence.
3. Demonstration Lessons - The Committee may assign its members or others to observe a demonstration lesson and make a determination of competence.
4. Curricular Portfolios - Candidates may present curricular portfolios to the Committee as the basis for competence.
5. Written Exams.
6. Transcripts and Formal Educational Records.
7. Other means as appropriate.

"Subject matter specialists are mentor teachers, curriculum specialists, resource teachers, classroom teacher certified to teach a subject, staff to regional subject matter projects or curriculum institutes or college faculty."

Policy
adopted: June 22, 1998
revised: September 15, 2000

CAPISTRANO UNIFIED SCHOOL DISTRICT
San Juan Capistrano, California