

## **Board Policy regarding the use of the Local Assignment Option**

### Discussion/Action Item

Current law provides various ways for local governing boards to assign credentialed teachers to serve in subject-matter areas in grades K-12. One option is EC § 44258.3 which allows local school districts to assign credentialed (non-emergency) teachers to teach departmentalized classes in grades K-12, irrespective of the designations on their teaching credentials, as long as the teacher's subject matter competence is verified according to policy and procedures approved by the governing board and the teacher consents to the assignment.

This policy is to establish the East Bay Innovation Academy district's plan (in attachment A) to implement these options.

#### **Recommendation:**

The administration recommends approval of this Board Policy to provide greater flexibility in local teacher assignments in grades K-12.

## *Attachment A*

### *East Bay Innovation Academy District Plan*

#### **Education Code §44258.3**

Purpose: It is the intent of East Bay Innovation Academy District to facilitate the assignment of teachers in accordance with EC §44258.3 when they consent to such assignments and when it has been verified that they are qualified for the requested assignment(s). The following procedures are intended to provide for the implementation of this Board Policy.

1. Head of School or Director of Innovative Instruction (Site Administrator) identifies a subject-matter assignment need at one of our schools.
2. Site Administrator determines whether any existing staff or candidates have the appropriate credential and are interested in the assignment or whether EC §44258.3 should be used.
3. Site Administrator identifies consenting teacher for possible assignment pursuant to EC §44258.3 or a teacher may request to fill the assignment.
4. Teacher submits a petition form to teach in the position. (Attachment A.1 for form draft). The petition denotes criteria upon which petition is based, teacher consent, site administrator's recommendation of assignment, and that the assignment is for one year and may be extended for additional time if the teacher and school district consents.
5. A review panel, selected by the district, will consist of site administrators, teachers, and a representative from the Admin credentialing team. This Assignment Review Panel conducts, prior to the beginning of the assignment, an assessment in accordance with EC §44258.3. This assessment must determine evidence of the candidate's knowledge of the subject matter to be taught and at the grade level to be taught.

One or more of the following criteria may be used in the review:

- a. Successful prior teaching experience of the subject
- b. Successful completion of intensive professional development in the subject to be taught
- c. Review of portfolio containing evidence of demonstrated knowledge
- d. Results of oral interviews
- e. Practical experience
- f. Passage of an examination that is valid for the subject and grade level
- g. Observation over time of the teacher in the subject in the grade level currently being taught
- h. Observation of a demonstration lesson in the subject and at the grade level to be taught
- i. Professional Growth Plan - The petitioning teacher and administrator have come to mutual agreement that a professional growth plan is necessary for the teacher to serve in the position
- j. Successful completion of college or university course work in the subject to be taught
- k. Successful prior work experience in the content area

6. The Assignment Review Panel makes a final disposition on whether to recommend that a teacher be assigned under EC §44258.3. The Assignment Review Panel informs the designee of the district of the results of the review, and records on form (Attachment A.2 for form draft).

**Note:**

- For assignments under EC §44258.3, the Head of School, or other appropriate administrator, shall notify the exclusive representative of the certificated employees for East Bay Innovation Academy, as provided under Chapter 10.7 (commencing with Section 3540) of Division 4 of Title 1 of the Government Code, of each instance in which a teacher is assigned to teach classes pursuant to the section.
- East Bay Innovation Academy will report to our chartering authority instances when this assignment option is used. This reporting would most likely occur during the assignment monitoring activities in accordance with EC §44258.9. A school district may forward a copy of their board- approved policies that may assist the chartering authority during the monitoring process.

**Attachment A.1**

**East Bay Innovation Academy  
Petition to Teach Departmentalized Subjects Under EC §44258.3**

*This form is to be used by a credentialed teacher and a site administrator to request verification of adequate knowledge to teach specified subjects in a departmentalized setting in kindergarten or any of grades 1 through 12 in accordance with EC §44258.3.*

Teacher: \_\_\_\_\_ SSN: \_\_\_\_\_

School: \_\_\_\_\_

Subject(s) being requested: \_\_\_\_\_

Initial Request

Subsequent Request

Briefly describe why you feel you have adequate subject-matter knowledge to teach the requested subject(s).

Check the additional criteria upon which this petition is based. Attach appropriate evidence for each criterion checked.

College/university course work

Relevant on-the-job experience or previous teaching in the subject area

Relevant volunteer experience

Subject-matter examination

Demonstrated competency in the subject to be taught

Portfolio related to subject(s)

Relevant professional growth activities

Recommendations from other subject-matter specialists or experts

Other (specify) \_\_\_\_\_

Describe any other circumstances or criteria to be considered regarding this petition. Attach any documentation that helps to substantiate this information.

If approved, I consent to the assignment under EC §44258.3.

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Teacher's signature

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Date

If approved, the teacher will be assigned to teach the subject area(s) requested on the front page of this form.

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Administrator's signature

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Date

Attachment A.2

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**East Bay Innovation Academy**  
**Assessment of Adequacy of Subject-Matter Knowledge**

*This form is to be used in assessing the adequacy of subject-matter knowledge of the subject(s) a teacher is petitioning to teach in a departmentalized setting, in kindergarten or in any of grades 1 through 12, in accordance with EC §44258.3.*

Teacher: \_\_\_\_\_ SSN: \_\_\_\_\_

Subject(s) being requested: \_\_\_\_\_

**Assessment Team Leader:** \_\_\_\_\_

**Assessment Team Members:**

\_\_\_\_\_  
\_\_\_\_\_

**Subject-Matter Specialist on Team/Consulted** \_\_\_\_\_

The following methods were used to determine the adequacy of subject-matter knowledge of the petitioning teacher (please circle elements considered):

Successful prior teaching of the subject

Successful completion of intensive professional development in the subject

Review of a portfolio containing evidence of demonstrated knowledge

Results of a semi-structured interview

Successful completion of college or university course work in the subject

Passage of an examination related to the course, grade level and state framework for the subject to be taught

Observation of the teacher in the subject and grade level currently being taught

Observation of a demonstration lesson in the subject to be taught at the grade level to be taught

Successful prior work experience in the content area

Proof of professional performance in the content area

Other (specify) \_\_\_\_\_

The results of the methods indicated on the first page of this form are as follows:

Based upon the assessments indicated, we recommend the following action:

**APPROVAL** of the petition based upon verification of adequate knowledge at a level justifying:

Clear verification

Approval with professional growth/support plan

**DISAPPROVAL** of the petition

The panel recommends that the following elements be included in the professional growth/support plan:

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Assessment Team Leader's Signature

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Date