

## **Youth Policy Institute Charter Schools Board Policy Regarding the Use of 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 Education Code § 44258.3 which allows local school districts/charter schools 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 presented to the Board for discussion or action. This policy is to establish the School's plan (attached) to implement these options.

### **Recommendation:**

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

## *School Plan*

### **Education Code §44258.3**

Purpose: It is the intent of New Los Angeles Charter Schools (“NLACS”) 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 Policy.

1. Site Administrator identifies a subject-matter assignment need at a local school site.
2. Site Administrator determines whether any existing staff 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. 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 the School consent.
5. A review panel, selected by the School, will consist of site administrators, teachers, and administrators. 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 School of the results of the review.

**Note:**

- The School is responsible for reporting during assignment monitoring activities instances when this assignment option is used. This reporting would most likely occur during the assignment monitoring activities in accordance with EC § 44258.9. The school may forward a copy of their board-approved policies that may assist the county office of education during the monitoring process.

## New Los Angeles Charter Schools

**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).

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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.

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

\_\_\_\_\_  
Teacher's signature

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Administrator's signature

\_\_\_\_\_  
Date

New Los Angeles Charter Schools

**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 assessment of the petitioner's adequacy of knowledge of the subject-matter and appropriate state framework for the subject(s) being requested yielded the following:

*Course of Study:*

\_\_\_\_\_

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\_\_\_\_\_

**State Framework(s):**

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The following methods were used to determine the adequacy of subject-matter knowledge of the petitioning teacher:

- ☐ 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) \_

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