

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 of charter schools to assign credentialed teachers to serve in subject-matter areas in grades K-12. One option is Education Code § 44258.7, which provides that charter school credentialed (non-emergency) teachers who have special skills and preparation outside of their credential authorization may, with their consent, be assigned to teach an elective course in the area of the special skills or preparation, provided that the assignment is first approved by a Committee on Assignments.

This policy is to establish Youth Policy Institute'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.

Approval:

Youth Policy Institute hereby adopts the attached Local Assignment Option plan in accordance with Education Code § 44258.7.

(Board President)

(Executive Director)

(Date)

Attachment A

Youth Policy Institute Plan

Education Code § 44258.7

Purpose: It is the intent of Youth Policy Institute to facilitate the assignment of teachers in accordance with EC § 44258.7 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 address the implementation of this Plan.

1. Site Administrator identifies a subject matter assignment need at one of the Youth Policy Institute.
2. Site Administrator determines whether any existing staff or candidates have the appropriate credential and are interested in the assignment or whether EC § 44258.7 should be used.
3. Site Administrator identifies consenting teacher for possible assignment pursuant to EC § 44258.7 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 (1) year and may be extended for additional time if the teacher and Youth Policy Institute consents.
5. A Committee on Assignments of 6 persons shall be created and will consist of an equal number of teachers and administrators. Teacher membership shall be determined by a vote of the Teacher Hiring Committee, and administrator membership will be determined by the Site Administrator. Terms of membership shall be two (2) academic years, subject to renewal.
6. The Committee on Assignments conducts, prior to the beginning of the assignment, an assessment in accordance with EC § 44258.7. This assessment must determine evidence of the candidate's special skills and preparation which are 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 and/or grade level currently being taught
- h. Observation of a demonstration lesson in the subject and at the grade level to be taught
- i. Use of an agreed upon Professional Growth Plan to assist the teacher in serving 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
- 7. The Committee on Assignments makes a final disposition on whether to recommend that a teacher be assigned under EC § 44258.7. The Committee on Assignments informs the Site Administrator of the results of the review, and records on form (**Attachment A.2** for form draft).

Note:

- Youth Policy Institute will report to its 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.

Attachment A.1**Youth Policy Institute
Petition to Teach Departmentalized Subjects Under EC § 44258.7**

This form is to be used by a credentialed teacher and a site administrator to request verification of special skills and preparation to teach an elective course in the area of the special skills or preparation in kindergarten or any of grades 1 through 12 in accordance with EC § 44258.7.

Teacher: _____

School: _____

Subject(s) being requested: _____

☐ Initial Request

☐ Subsequent Request

Briefly describe why you feel you have adequate special skills and preparation 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 special skills specialist 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 § 44258.7.

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

Attachment A.2

**Youth Policy Institute
Assessment of Adequacy of Special Skills and Preparation
by the Committee on Assignments**

This form is to be used in assessing the adequacy of special skills and preparation of the subject(s) a teacher is petitioning to teach as an elective course, in kindergarten or in any of grades 1 through 12, in accordance with EC § 44258.7.

Teacher: _____

Subject(s) being requested: _____

Committee Team Leader: _____

Committee Team Members:

Special skills specialist on Committee consulted: _____

The following methods were used to determine the adequacy of special skills and preparation of the petitioning teacher (please check 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, the Committee on Assignments recommends 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 Committee on Assignments recommends that the following elements be included in the professional growth/support plan:

Committee on Assignment Representative's Signature

Date