

California Education Local Assignment Option Policy & Procedures

Executive Summary

Consistent with Making Waves Academy's ("MWA" or the "School") legal duty to employ teachers that hold a valid teacher credential, the School remains committed to hiring "effective" teachers as defined by the state of California. Aligned with the commitment to hire and retain teachers, MWA shall consider the current law which provides various ways for local governing boards to assign credentialed teachers to serve in subject-matter areas grades K-12, irrespective of the designations on their teaching credentials, as long as the teacher's subject matter competence or special skills and preparation is verified according to policy and procedures approved by the School's governing board and the teacher consents to the assignment.

Fiscal Impact: N/A

Current MWA Support for Presently Employed Educators 2022-23:

- For CTC compliance, HR monitors the issuance of the following credential, permit, or waiver types until the educator reaches Clear credential status. In the event that an educator is unable to meet certain milestones towards earning a Clear credential, HR creates a teacher plan to align requirements and milestones that must be met for continued employment.

Proposed MWA Support Add-On 2023-24 & Beyond:

- Adopt policy and provisions within Education Code (EC) and Title 5 Regulations (T5) that provide local educational agencies (LEAs) with educator assignment options that can be used when an LEA is unable to assign a certificated employee with the appropriate credential.

Key Highlights of the CA EdCode Local Assignment Option at MWA:

The majority of LAOs are limited to:

- General Education settings and select Educational Services
- Educators who hold a credential earned based on a bachelor's degree and student teaching
 - Excludes Intern, Emergency, Waiver, Career Technical Education, and Adult Education document holder from usage.

Core: Allows local school districts to assign Preliminary or Clear 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.

Elective: Allows local school districts to assign credentialed (non-emergency) teachers who have special skills and preparation outside of their credential authorization to, with their consent, be assigned to teach an elective course in the area of special skills or preparation.

Committee on Assignments (COA): The membership of the committee on assignments shall include an equal number of teachers, selected by teachers, and school administrators, selected by school administrators. Membership may include Principals, Assistant Principals, Lead Teachers, Mentor

Teachers, etc. in development of the process of verifying a teacher's competence in the subject being assigned.

- Making Waves Academy will report to its chartering authority instances when local assignment options are used. This reporting would most likely occur during the assignment monitoring activities in accordance with EC §44258.9, minimizing “misassignment” reporting error classifications in CalSAAS.

Policy & Procedures for Board Approval or Resolution:

- **Core Assignments:** [W Education Code §44258.3 Policy.docx](#) See Appendix A
- **Elective Assignments:** [W Education Code §44258.7\(c\)\(d\) Policy.docx](#) See Appendix B
- [W Education Code LOA Resolution 2023-24.docx](#) See Appendix C

Legal Citation for Local Assignment Option	Local Employing Agency Must Verify:			Assignment Can Be In:		
	Base Teaching Credential	Content Verification	Board Action	Setting	Grade	Content
EC §44258.3	Credential based on BA and Student Teaching	Subject knowledge as defined by the board	Specific Board Policy*	Departmentalized or Self-Contained	K-12 th	Any
EC §44258.7(c)(d)	Any teaching credential	Specific skills and preparation in Elective taught	Specific Board Policy**	Departmentalized	K-12 th	Elective
EC §44263 (Secondary)	Any teaching credential	18 lower or 9 upper semester units in Content taught	Resolution***	Departmentalized	K-12 th	Any
EC §44256	Elementary Credential	12 lower or 6 upper semester units in Content taught	Resolution***	Departmentalized	8th and below	Any
EC §44258.2	Secondary Credential	12 lower or 6 upper semester units in Content taught	Resolution***	Departmentalized	5th-8th	Any

*Craven: Refer to the [Advisory on Teacher Assignment Option EC §44258.3](#) for an example of appropriate board policies and procedures.

**Committee on Assignments (CoA): The use of CoA requires the board to adhere to the procedures outlined in [EC §44258.7\(c\)\(d\)](#).

***The governing board by resolution shall provide specific authorization for the assignment. The authorization of the governing board shall remain valid for one year and may be renewed annually.

[Appendix A](#)

**Making Waves Academy
Board Policy Regarding the Use of Local Assignment Option
Per Education Code §44258.3**

Discussion/Action Item

Current law provides various ways for local governing boards to assign credentialed teachers to serve in subject-matter areas grades K-12. One option is Education Code §44258.3 (Craven) 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 Making Waves Academy’s (“MWA” or the “School”) plan (**in Attachment A**) to implement these options.

Recommendation:

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

Approval:

Making Waves Academy adopts the attached Local Assignment Option plan in accordance with Education Code §44258.3 (Craven).

Board President

Chief Executive Officer

Date

Attachment A
Making Waves Academy's Plan
Based on Education Code §44258.3

Purpose: It is the intent of the Making Waves Academy 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 address the implementation of this Plan.

1. Principal (Site Administrator) identifies a subject-matter assignment need at the school site.
2. Site Administrator determines whether any existing staff has an appropriate credential, and is interested in the assignment, and whether EC §44258.3 should be utilized.
3. Site Administrator identifies consenting teacher for possible assignment pursuant to EC §44258.3, or a teacher may request to fill the assignment. The assignment is for one (1) year, subject to the at-will nature of employment and may be extended for additional time if the teacher and Making Waves Academy consents.
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. Governing board approval is not required for a teacher to continue for another year in the same subject of the assignment authorized by this option.
5. A Committee on Assignments (CoAs), selected by Making Waves Academy, will consist of site administrators and teachers. Selection of the Committee on Assignments members will take into consideration content expertise and professional experience at MWA. Terms of member shall be two (2) academic years, subject to renewal. The Committee on Assignments conducts, prior to 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.

Note:

- Teaching assignments made pursuant to EC §44258.3 must be included in the annual report to the Commission on Teacher Credentialing as required by EC §44258.9 during the year the school district is monitored by the county office of education.
- The school district is also responsible for reporting to their county office of education 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. A school district may forward a copy of their board approved policies that may assist the county office of education during the monitoring process.

Attachment B
Petition to Teach Departmentalized Subjects Under EC §44258.3
(Math, English, Science, Social Science)

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: _____

SEID: _____

Division: Middle School Upper School School-wide

Subject(s) being requested: _____

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 below)

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** .

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

Appendix B

**Making Waves Academy
Board Policy Regarding the Use of Local Assignment Option
Per Education Code §44258.7(c)(d)**

Discussion/Action Item

Current law provides various ways for local governing boards to assign credentialed teachers to serve in subject-matter areas grades K-12. One option is Education Code §44258.7(c)(d) which allows local school districts to assign 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 special skills or preparation, provided that the assignment is first approved by a Committee on Assignments.

This policy is to establish Making Waves Academy’s (“MWA” or the “School”) plan (**in Attachment A**) to implement these options.

Recommendation:

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

Approval:

Making Waves Academy adopts the attached Local Assignment Option plan in accordance with Education Code §44258.7(c)(d).

Board President

Chief Executive Officer

Date

Attachment A
Making Waves Academy's Plan
Based on Education Code §44258.7(c)(d)

Purpose: It is the intent of the Making Waves Academy to facilitate the assignment of teachers in accordance with EC §44258.7(c)(d) 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. Principal (Site Administrator) identifies a subject-matter assignment need at the school site.
2. Site Administrator determines whether any existing staff has an appropriate credential, and are interested in the assignment, and whether EC §44258.7(c)(d) should be utilized.
3. Site Administrator identifies consenting teacher for possible assignment pursuant to EC §44258.7(c)(d), 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 assignment is for one (1) year, subject to the at-will nature of employment and may be extended for additional time if the teacher and Making Waves Academy consents.
5. A Committee on Assignments (CoAs), selected by Making Waves Academy, will consist of site administrators and teachers. Selection of the Committee on Assignments members will take into consideration content expertise and professional experience at MWA. Terms of member shall be two (2) academic years, subject to renewal.
6. The Committee on Assignments conducts, prior to beginning of the assignment, an assessment in accordance with EC §44258.7(c)(d). This assessment must determine evidence of the candidate's special skills, knowledge of, and/or preparation for the subject and 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. 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(c)(d). 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:

- Making Waves Academy 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
Making Waves Academy
Petition to Teach Departmentalized Subjects Under EC §44258.7(c)(d)

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(c)(d).

Teacher: _____

SEID: _____

Division: Middle School Upper School School-wide

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 below)

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(c)(d)

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
Making Waves Academy
Assessment of Adequacy of Special Skills and Preparation
by the Committee on Assignments

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(c)(d).

Teacher: _____

SEID: _____

Division: Middle School Upper School School-wide

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.

Administrator's signature

Date

Appendix C

**MAKING WAVES ACADEMY BOARD RESOLUTION
TO AUTHORIZE LOCAL ASSIGNMENT OPTIONS**

WHEREAS, it is occasionally necessary to assign teachers to teach one or more periods in a subject area out of their major or minor field of study; and

WHEREAS, such assignments are allowed through Education Code Local Assignment Options; and

WHEREAS, use of these Local Assignment Options requires Board approval by policy and/or resolution; and

NOW, THEREFORE, BE IT RESOLVED that the MWA Governing Board hereby approves these options under the guidelines and standards allowed by California Education Code §44256, §44258.2(b), §44263, §44258.3, and §44258.7.

Note: Following approval and implementation, a comprehensive list of all MWA Local Assignments will be presented to the Board each school year.