
MEMORANDUM

To: Encore Board of Directors

From: Sabrina Bow, Executive Director

Date: May 17, 2024

Subject: Establishment of Committee on Assignments

Encore seeks to form a Committee on Assignments that may authorize a teacher to teach outside of their credential authorization, and in accordance with the requirements of Education Code EC 44258.7(c)(d) (Committee on Assignments): Departmentalized:

EC 44258.7 (c)(d):

(c) A teacher employed on a full-time basis who teaches kindergarten or any of grades 1 to 12, inclusive, and who has special skills and preparation outside of the teacher's credential authorization may, with the teacher's 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. For purposes of this subdivision an "elective course" is a course other than English, mathematics, science, or social studies. The membership of the committee on assignments shall include an equal number of teachers, selected by teachers, and school administrators, selected by school administrators.

(d) 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 schoolsite administrator and the affected teacher. All initial assignments or extensions shall be approved before the assignment or extension. Districts making assignments under this subdivision shall submit a plan to the county superintendent of schools that shall include, but need not be limited to, the following:

- (1) Statements signed by the district superintendent and the president or chairperson of the district governing board, approving the establishment of the committee.
- (2) Procedures for selection of the committee membership.
- (3) Terms of office for committee members.
- (4) Criteria for determining teachers' qualifications for these assignments.