

## **CERTIFICATED ASSIGNMENT COMPLIANCE**

Education Code Sections 44250-44258.9 require specific monitoring and reviewing of teacher credentials and assignments.

Each principal must assure that all persons for whom they are responsible are assigned to areas within their credential authorization. The Principal must review teacher assignment schedules and verify the legality of those assignments. The County Office will conduct a thorough review of each district's certificated employee assignments at least every three years.

A legal assignment is one in which the employee meets at least one of the following conditions:

- 1) Hold the legally recognized credential for the assignment.
- 2) Hold a temporary authorization, with courses in progress to qualify for permanent authorization.
- 3) Have a Board approved assignment to a specific subject based on prior completion of appropriate course work.
- 4) Have approval by a Board authorized Committee on Assignments.
- 5) Submit authorization application based on evaluation and recommendation by non-District Subject Matter Specialist.

It is considered a misassignment if at least one of the above conditions is not met. The Code provides for correction of misassignments identified during the review process, and for the opportunity to justify extraordinary circumstances where correction is impossible. It is the intent of the Administration to appropriately assign all certificated personnel, and to so certify to the Board and to the County Office of Education.

The verification process used in determining our compliance with credential regulations will include a comparison of the master schedule at each school site with each employee's credential authorizations.