



Policy MCS-04-2020.19

---

---

# **The Marin SELPA Assurance of Qualified Personnel**

**Adopted by OSC April 20, 2012**

**Services are provided by credentialed or “qualified staff.” 4-1-11**

The Marin SELPA provides assurance that Marin County public school districts shall in accordance with Federal Assurances adopted in 2007 ensure that personnel providing special education related services meet the highly qualified requirements as defined under federal law, including that those personnel have the content knowledge and skills to serve children with disabilities. (Federal Assurance 14)

The Marin County SELPA Local Plan identifies a procedure by which, working through the Personnel Commission to ensure that staff are certificated. (Local Plan Professional Development/ Personnel Standards Page 112)

**14-15.B.** The Marin SELPA works closely with the Marin County Office of Education Personnel Division and the Countywide Personnel Committee to ensure that there is an adequate supply of qualified and adequately prepared special education, general education and related services personnel.

14-15.B.1. The Marin County Office of Education Personnel Division takes the following steps to ensure that there is an adequate supply of qualified and adequately prepared special education, general education and related services personnel:

- Establishes a countywide Personnel Committee that meets on a regular basis to share information about personnel needs, recruitment activities and available candidates for employment.
- Develops and assists districts with implementation of a countywide fingerprint system to check on new employees.
- Establishes and maintains a job hotline for information on available jobs in Marin County.
- Establishes and maintains a website on the Internet with position announcements for all districts in Marin County.
- Conducts an annual Job Fair.
- Advertises with state and private universities for available positions.
- Advertises with local, San Francisco and other newspapers for available positions.
- Maintains a Credentials Analyst to assist with the application of credentials, review of credential requirements and application of waivers.

All persons hired by Marin County public school districts for positions requiring teaching, services and special education credentials, as well as other permits and certificates must register their authorizing documents with their employing school district. The districts notify the Credentials Analyst of all new hires. The Marin County Credentialing Analyst works with the California Teaching Commission to ensure legal compliance, certificate monitoring and reporting, as well as credential processing. The Credentialing Analyst ensures appropriate assignment of teachers serving students in both general education and special education settings. The Marin County Office of Education provides related service personnel with appropriate resources to complete certification examinations, renew credentials, and complete other necessary forms.

A paraprofessional works under the direct supervision of a teacher if (1) the teacher prepares the lessons and plans the instructional support activities the paraprofessional carries out, and evaluates the achievement of the students with whom the paraprofessional is working, and (2) the paraprofessional works in close and frequent proximity with the teacher. [§200.59(c)(2) of the Title I regulations]. Paraprofessionals are given opportunities to participate in SELPA and District sponsored professional development opportunities specific to issues pertaining to special education.