

**Policy 4113 Assignment**

**Status: ADOPTED**

**Original Adopted Date:** 03/1993

**Last Revised Date:** 06/26/2024

In order to serve the best interests of students and the educational program, the Governing Board authorizes the Superintendent or designee to assign certificated personnel to positions for which they are qualified pursuant to their certification, preparation, professional experience, and aptitude

Teachers may be assigned to any school within the district in accordance with the collective bargaining agreement or Board Policy.

**Assignment to Courses/Classes**

The Superintendent or designee shall assign teachers based on the grade level and subject matter authorized by their credentials.

When there is no credential authorization requirement for teaching an elective course, the Superintendent or designee shall select the credentialed teacher whose knowledge and skills best prepare the teacher to provide instruction in that subject.

When specifically authorized by law or regulation, the Superintendent or designee may, with the teacher's consent, assign a teacher to a position outside the teacher's credential authorization in accordance with the local teaching assignment options described in the Commission on Teacher Credentialing's (CTC) Administrator's Assignment Manual. Such assignments shall be annually approved by Board resolution. In such cases, the Superintendent or designee shall reference in district records the statute or regulation under which the assignment is authorized.

If at any time a certificated employee is required by the district to accept an assignment which the employee believes is not legally authorized by the employee's credential, the employee shall notify the Superintendent or designee, in writing, of the misassignment. Within 15 working days, the Superintendent or designee shall notify the employee of the legality of the assignment. If no action is taken by the district, the employee shall provide written notification to the County Superintendent of Schools. No adverse action shall be taken against an employee who files a notice of misassignment. (Education Code 44258.9)

**Vacancies and Misassignments**

Annually, the district shall review potential misassignments and vacant positions throughout the district. Upon receiving notification from CTC of the availability of data regarding potential misassignments and vacant positions in the district, the Superintendent shall review the data within 60 days. When necessary, the Superintendent or designee may respond by submitting additional documentation to the County Superintendent showing that an employee is legally

authorized for an assignment and/or that a position identified as vacant was miscoded and a legally authorized employee is assigned to the position. (Education Code 44258.9)

If the district subsequently receives, within 90 days of CTC's initial notification, a notification from the County Superintendent indicating that a certificated employee in the district is assigned to a position for which the employee has no legal authorization, the district shall correct the assignment within 30 calendar days. (Education Code 44258.9)

The district shall serve as the monitoring authority for teacher assignments in any charter school it has authorized, in accordance with Education Code 44258.9-44258.10.

Any complaint alleging teacher misassignment or vacancy shall be filed and addressed through the district's procedures specified in AR 1312.4 - Williams Uniform Complaint Procedures.

The school accountability report card for each school shall include any assignment of teachers outside their subject areas of competence, misassignments, including misassignments of teachers of English learners, and the number of vacant teacher positions for the most recent three-year period. (Education Code 33126)

### **Equitable Distribution of Qualified and Experienced Teachers**

The Superintendent or designee shall identify and address the equitable distribution of highly qualified and experienced teachers among district schools, including those with higher than average levels of low-income, minority, and/or academically underperforming students. The Superintendent or designee shall annually report to the Board comparisons of teacher qualifications across district schools, including the number of teachers serving under a provisional internship permit, short-term staff permit, intern credential, emergency permit, or credential waiver.

Strategies for ensuring equitable access to experienced teachers may include, but are not limited to, incentives for voluntary transfers, provision of professional development, and/or programs to recruit and retain effective teachers.

03/92  
02/96  
02/97  
11/12/97  
11/04  
01/19/05  
08/10/05  
03/10  
03/08/17  
06/26/2024

### **Policy Reference Disclaimers**

These references are not intended to be part of the policy itself, nor do they indicate the basis or authority for the board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

#### **State**

5 CCR 80003-80005  
5 CCR 80020-80020.5  
5 CCR 80335  
4113 BP

#### **Description**

Credential authorizations  
Additional assignment authorizations  
Performance of unauthorized professional services

5 CCR 80339-80339.6  
Ed. Code 33126  
Ed. Code 35035  
Ed. Code 35186  
Ed. Code 37616  
Ed. Code 44225.6  
Ed. Code 44250-44277  
Ed. Code 44314  
Ed. Code 44824  
Ed. Code 44955  
Gov. Code 3543.2

**Federal**

20 USC 6311  
20 USC 6312  
20 USC 6601-6651

**Management Resources**

California Department of Education  
Publication  
California Department of Education  
Publication  
Commission on Teacher Credentialing  
Publication  
Commission on Teacher Credentialing  
Publication  
U.S. Department of Education Guidance

Website  
Website  
Website  
Website  
Website

**Cross References**

**Code**

0415  
0460  
0460  
0470  
1312.4  
1312.4-E(1)  
1312.4-E(2)  
3580  
3580  
4111  
4112.1  
4112.2  
4112.2  
4112.21  
4112.21  
4112.22  
4112.23  
4112.8  
4113.5  
4114  
4115  
4115  
4113 BP

Unauthorized certificated employee assignment  
[School accountability report card](#)  
[Powers and duties of the superintendent; transfer authority](#)  
[Complaints regarding teacher vacancy or misassignment](#)  
[Consultation regarding year-round schedule](#)  
[Commission report to the legislature re: teachers](#)  
[Credentials and assignment of teachers](#)  
[Subject matter programs; approved subjects](#)  
[Assignment of teachers to weekend classes](#)  
[Reduction in number of permanent employees](#)  
[Scope of representation](#)

**Description**

State plan  
Local educational agency plan  
Teacher and Principal Training and Recruiting Fund

**Description**

Every Student Succeeds Act 2016-17 School Year Transition  
Plan, April 2016  
California State Plan to Ensure Equitable Access to Excellent  
Educators  
Administrator's Assignment Manual - Updates and  
Revisions, May 2014  
The Administrator's Assignment Manual, 2021

Improving Teacher Quality State Grants: ESEA Title II, Part  
A , rev. October 5, 2006  
[CSBA District and County Office of Education Legal Services](#)  
[Commission on Teacher Credentialing](#)  
[CSBA](#)  
[U.S. Department of Education](#)  
[California Department of Education](#)

**Description**

[Equity](#)  
[Local Control And Accountability Plan](#)  
[Local Control And Accountability Plan](#)  
[COVID-19 Mitigation Plan](#)  
[Williams Uniform Complaint Procedures](#)  
[Williams Uniform Complaint Procedures](#)  
[Williams Uniform Complaint Procedures](#)  
[District Records](#)  
[District Records](#)  
[Recruitment And Selection](#)  
[Contracts](#)  
[Certification](#)  
[Certification](#)  
[Interns](#)  
[Interns](#)  
[Staff Teaching English Learners](#)  
[Special Education Staff](#)  
[Employment Of Relatives](#)  
[Working Remotely](#)  
[Transfers](#)  
[Evaluation/Supervision](#)  
[Evaluation/Supervision](#)

4117.3	<a href="#">Personnel Reduction</a>
4121	<a href="#">Temporary/Substitute Personnel</a>
4121	<a href="#">Temporary/Substitute Personnel</a>
4131	<a href="#">Staff Development</a>
4131.1	<a href="#">Teacher Support And Guidance</a>
4131.1	<a href="#">Teacher Support And Guidance</a>
4140	<a href="#">Bargaining Units</a>
4141	<a href="#">Collective Bargaining Agreement</a>
4141.6	<a href="#">Concerted Action/Work Stoppage</a>
4141.6	<a href="#">Concerted Action/Work Stoppage</a>
4211	<a href="#">Recruitment And Selection</a>
4212.8	<a href="#">Employment Of Relatives</a>
4213.5	<a href="#">Working Remotely</a>
4240	<a href="#">Bargaining Units</a>
4241	<a href="#">Collective Bargaining Agreement</a>
4241.6	<a href="#">Concerted Action/Work Stoppage</a>
4241.6	<a href="#">Concerted Action/Work Stoppage</a>
4311	<a href="#">Recruitment And Selection</a>
4312.8	<a href="#">Employment Of Relatives</a>
4313.5	<a href="#">Working Remotely</a>
4331	<a href="#">Staff Development</a>
4340	<a href="#">Bargaining Units</a>
6000	<a href="#">Concepts And Roles</a>
6117	<a href="#">Year-Round Schedules</a>
6141.4	<a href="#">International Baccalaureate Program</a>
6141.5	<a href="#">Advanced Placement</a>
6142.7	<a href="#">Physical Education And Activity</a>
6142.7	<a href="#">Physical Education And Activity</a>
6162.51	<a href="#">State Academic Achievement Tests</a>
6162.51	<a href="#">State Academic Achievement Tests</a>
6163.1	<a href="#">Library Media Centers</a>
6171	<a href="#">Title I Programs</a>
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6181	<a href="#">Alternative Schools/Programs Of Choice</a>
6183	<a href="#">Home And Hospital Instruction</a>