Assignment

Adopted: 04/21/1998 **| Last Revised:** 02/04/2025 **| Last Reviewed**: 02/04/2025

In order to serve the best interests of students and the educational program, the Superintendent or designee shall assign certificated personnel to positions for which their preparation, certification, experience and aptitude qualify them.

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

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.

Review of Teacher Assignments

Annually, the district shall review and report to the Board of Education potential misassignments and vacant positions throughout the district, and will ensure that teacher assignments comply with the law.

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.

Equitable Distribution of Qualified 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.

Policy Reference Disclaimer:

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.

Legal References:

STATE

EDUCATION CODE

33126 School accountability report card

35035 Powers and duties of the superintendent; transfer authority

35186 Complaints related to instructional materials, teacher vacancy or misassignment, and facility conditions that pose emergency or urgent threat

37616 Consultation regarding year-round schedule

44225.6 Commission report to the legislature re: teachers

44250-44277 Credentials and assignment of teachers

44314 Subject matter programs; approved subjects

44824 Assignment of teachers to weekend classes

44955 Reduction in number of permanent employees

CALIFORNIA CODE OF REGULATION

5 CCR 80003-80005 Credential authorizations

5 CCR 80020-80020.5 Additional assignment authorizations

5 CCR 80335 Performance of unauthorized professional services

5 CCR 80339-80339.6 Unauthorized certificated employee assignment

GOVERNMENT CODE

3543.2 Scope of representation

FEDERAL

UNITED STATES CODE

20 USC 6311 State plan

20 USC 6312 Local educational agency plan

20 USC 6601-6651 Teacher and Principal Training and Recruiting Fund

MANAGEMENT RESOURCES

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

Every Student Succeeds Act 2016-17 School Year Transition Plan, April 2016

California State Plan to Ensure Equitable Access to Excellent Educators

COMMISSION ON TEACHER CREDENTIALING PUBLICATIONS

Administrator's Assignment Manual - Updates and Revisions, May 2014

The Administrator's Assignment Manual, 2021

U.S. DEPARTMENT OF EDUCATION GUIDANCE

Improving Teacher Quality State Grants: ESEA Title II, Part A , rev. October 5, 2006

WEBSITES

CSBA District and County Office of Education Legal Services https://legalservices.csba.org/

Commission on Teacher Credentialing http://www.ctc.ca.gov/

CSBA http://www.csba.org/

U.S. Department of Education http://www.ed.gov/

California Department of Education http://www.cde.ca.gov/

Policy Adopted:	04/21/1998
Revised:	09/21/2004
Revised:	09/07/2010
Revised:	02/04/2025