

## PERSONNEL

### Certification

The Governing Board recognizes that the district's ability to provide a high-quality educational program is dependent upon the employment of certificated staff who are adequately prepared and have demonstrated proficiency in basic skills and in the subject matter to be taught. The Superintendent or designee shall ensure that persons employed to fill~~in~~ positions requiring certification qualifications possess the appropriate credential, ~~or permit, or other certification document~~ from the Commission on Teacher Credentialing (CTC) and fulfill any additional state, federal, or district requirements for the position~~authorizing their employment in such positions.~~

(cf. 4111/4211/4311 - Recruitment and Selection)

(cf. 4112.21 - Interns)

(cf. 4112.22 - Staff Teaching ~~Students of Limited English~~ Learners)~~Proficiency~~)

(cf. 4112.23 - Special Education Staff)

(cf. 4112.5/~~4212.5~~/4312.5 - Criminal Record Check)

(cf. 4113 - Assignment)

(cf. 4121 - Temporary/Substitute Personnel)

(cf. 5148 - Child Care and Development)

(cf. 6178 - Career Technical Education)

~~(cf. 6178.2 - Regional Occupational Center/Program)~~

(cf. 6200 - Adult Education)

~~All teachers of core academic subjects shall meet the requirements of the No Child Left Behind Act. (20 USC 6319, 7801; 5 CCR 6100-6125)~~

~~(cf. 4112.24 - Teacher Qualifications Under the No Child Left Behind Act)~~

~~When a credentialed teacher or intern is not available, the district may request that the CTC issue a short-term staff permit, provisional internship permit (PIP), visiting faculty permit, emergency permit, or credential waiver under the conditions and limitations provided in state or federal law.~~

~~When requesting a PIP, the Board shall approve, as an action item at a public Board meeting, a notice of intent to employ the applicant in the identified position. (5 CCR 80021.1)~~

~~Before requesting a visiting faculty permit or emergency permit, the Board shall annually approve a Declaration of Need for Fully Qualified Educators as an action item at a regularly scheduled public Board meeting. (Education Code 44300.1; 5 CCR 80026)~~

The Superintendent or designee shall provide ~~support and guidance to noncredentialed teachers in accordance with law to ensure the quality of the instructional program. He/she also may provide~~ assistance and support to ~~teachers~~staff holding preliminary credentials to ~~enable~~help them to meet the qualifications required for the ~~professional~~-clear credential.

(cf. 4131 - Staff Development)

(cf. 4131.1 - ~~Beginning Teacher Support~~ and Guidance)~~Induction~~)

### Priorities for Hiring Based on Unavailability of Credentialed Teacher

The Superintendent or designee shall make reasonable efforts to recruit a fully prepared teacher for each assignment. Whenever a teacher with a clear or preliminary credential is not available, the Superintendent or designee shall make reasonable efforts to recruit an individual for the assignment in the following order: (Education Code 44225.7)

1. A candidate who enrolls in an approved intern program in the region of the district and possesses an intern credential
2. A candidate who is scheduled to complete preliminary credential requirements within six months and who holds a provisional internship permit (PIP) or short-term staff permit issued by the CTC
3. The Board shall approve, as an action item at a public Board meeting, a notice of its intent to employ a PIP applicant for a specific position. (5 CCR 80021.1)
4. An individual who holds an emergency permit or for whom a credential waiver has been granted by the CTC

Prior to requesting that the CTC issue an emergency permit pursuant to item #3 above or a limited assignment permit which allows a fully credentialed teacher to teach outside of his/her area of certification while working toward an added or supplementary authorization, the Board shall annually approve a Declaration of Need for Fully Qualified Educators. The Declaration of Need shall be approved by the Board as an action item at a regularly scheduled public Board meeting, with the entire Declaration of Need being included in the Board agenda. (Education Code 44225, 44225.7; 5 CCR 80023.2, 80026, 80027, 80027.1)

The Declaration of Need shall certify that there is an insufficient number of certificated persons who meet the district's specified employment criteria for the position(s) and that the district has made reasonable efforts to recruit individuals who meet the qualifications specified in items #1-2 above. The Declaration of Need shall also indicate the number and type of emergency permits that the district estimates it will need during the valid period of the Declaration of Need, based on the previous year's actual needs and projections of enrollment. Whenever the actual number of permits needed exceeds the estimate by 10 percent, the Board shall revise and resubmit the Declaration of Need. (5 CCR 80026)

Whenever it is necessary to employ noncredentialed teachers to fill a position requiring certification qualifications, the Superintendent or designee shall provide support and guidance in accordance with law to ensure the quality of the instructional program.  
(*cf. 4138—Mentor Teachers*)

#### National Board for Professional Teaching Standards Certification

The Board encourages district teachers to voluntarily complete the requirements for the advanced~~seek additional~~ certification awarded by~~from~~ the National Board for Professional Teaching Standards, ~~which demonstrates advanced knowledge and teaching skills.~~

The Superintendent or designee shall inform all teachers about the program and how to acquire the necessary application and information materials. In accordance with the collective bargaining agreement and the district budget, the~~The~~ Superintendent or designee may provide release time, fee support, a stipend upon completion, or other support to teachers participating in the program.  
~~contingent upon funding.~~

(cf. 4161.3 - Professional Leaves)

### Parental Notifications

At the beginning of each school year, the Superintendent or designee shall notify the parents/guardians of each student attending a school receiving Title I funds that they may request information regarding the professional qualifications of their child's classroom teacher including, but not limited to, whether the teacher: (20 USC 6312)

1. Has met state qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction
2. Is teaching under emergency or other provisional status through which state qualification or licensing criteria have been waived
3. Is teaching in the field of discipline of his/her certification

(cf. 5145.6 - Parental Notifications)

In addition, the Superintendent or designee shall notify parents/guardians in a timely manner whenever their child has been assigned, or has been taught for four or more consecutive weeks by, a teacher who does not meet applicable state certification or licensure requirements at the grade level and subject area to which the teacher has been assigned. (20 USC 6312)

### *Legal Reference:*

#### *EDUCATION CODE*

8360-8370 -Qualifications of child care personnel  
 32340-32341- Unlawful issuance of a credential  
 35186 -Complaints regarding teacher vacancy or misassignment  
~~41520-41522- Teacher Credentialing Block Grant~~  
~~42647- Eligibility to issue warrants~~  
 44066- Limitations on certification requirements  
 44200-44399 .1 Teacher credentialing, especially:  
 44250-44277- Credential types; minimum requirements  
~~44279.1 44279.7- Beginning Teacher Support and Assessment Program~~  
 44300-44302- Emergency ~~permit~~permits and visiting faculty permits  
~~44320.2- Teachers' performance assessment~~  
 44325-~~44328~~~~44329.5~~ District interns  
 44330-44355- Certificates and credentials  
~~44380-44387- Alternative certification program~~  
~~44395-44399- National Board for Professional Teaching Standards~~  
 44420-44440- Revocation and suspension of credentials  
 44450-44468- University ~~intern~~internship program

~~44560-44562-Certificated Staff Mentoring Program~~  
~~44735-Teaching as a Priority Block Grant~~  
44830-44929 -Employment of certificated persons; requirement of proficiency in basic skills  
56060-56063- Substitute teachers in special education  
CODE OF REGULATIONS, TITLE 5  
~~6100-6125-Teacher qualifications, No Child Left Behind Act~~  
80001-80674.6- Commission on Teacher Credentialing  
UNITED STATES CODE, TITLE 20  
~~6311-Parental notifications~~  
6312 -Title I local educational agency plans; notifications regarding plan  
~~6319-Highly qualified teachers~~  
~~7801-Definitions, highly qualified teacher qualifications~~  
CODE OF FEDERAL REGULATIONS, TITLE 34  
~~200.55-200.57-Highly qualified teachers~~  
200.61 -Parent notification regarding teacher qualifications  
COURT DECISIONS  
Association of Mexican-American Educators et al. v. State of California and the Commission on Teacher Credentialing, (1993) 836 F.Supp. 1534

Management Resources:

COMMISSION ON TEACHER CREDENTIALING PUBLICATIONS~~CODED CORRESPONDENCE~~  
CL-667 Basic Skills Requirement  
CL-856 Provisional Internship Permit  
CL 858 Short-Term Staff Permit  
Approved Addition and ~~08-11~~ Approval of Amendments to Title 5 of the California Code of Regulations Pertaining to Teaching Permit for Statutory Leave (TPSL), Coded Correspondence 16-10, August 23, 2016  
Hiring Hierarchy in Multiple Subject, Single Subject or Education Code 44225.7, Coded Correspondence 13-01, January 30, 2013  
Specialist Short Term Staff Permit, July 18, 2008  
Subject Matter Authorization Guideline Book, 2012  
Supplementary Authorization Guideline Book, 2012  
~~08-09 New Online Credential View and Print Process, July 3, 2008~~  
~~07-23 Visiting Faculty Permit, December 14, 2007~~  
~~07-19 Designated Subjects Career Technical Education Teaching Credential, December 14, 2007~~  
COMMISSION ON TEACHER CREDENTIALING PUBLICATIONS  
~~Teacher Supply in California: A Report to the Legislature, April 2008~~  
~~Standards of Quality and Effectiveness for the Teaching Profession, 2009~~  
~~Professional Teacher Induction Programs, June 2008~~  
The Administrator's Assignment Manual, rev. September 2007  
Standards of Quality and Effectiveness for Professional Teacher Preparation Programs, rev. March 2007  
California Standards for the Teaching Profession, July 1997  
U.S. DEPARTMENT OF EDUCATION GUIDANCE  
Improving Teacher Quality State Grants, rev. October 5, 2006  
WEB SITES  
CSBA: <http://www.csba.org>  
~~California Department of Education: <http://www.cde.ca.gov>~~  
~~California Teacher Credentialing Examinations: <http://www.ctcexams.nesinc.com>~~  
Commission on Teacher Credentialing: <http://www.ctc.ca.gov>  
Commission on Teacher Credentialing, Credential Commission's Information Guide (for employers' use only): <http://www.ctc.ca.gov/credentials/cig>  
National Board for Professional Teaching Standards: <http://www.nbpts.org>  
U.S. Department of Education: <http://www.ed.gov>

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