

COMMISSION ON TEACHER CREDENTIALING

312 Ninth Street
Sacramento, California 95814-7000
(916) 445-0184

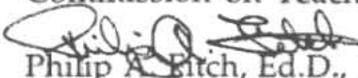


OFFICE OF THE EXECUTIVE DIRECTOR

95-9507

DATE: April 24, 1995

TO: All Individuals and Groups Interested in the Activities of the
Commission on Teacher Credentialing

FROM: 
Philip A. Bitch, Ed.D., Executive Director

SUBJECT: Update of the *Administrator's Assignment Manual*

We are pleased to announce that the update of the *Administrator's Assignment Manual* is now available. The *Manual* was originally published in March of 1988 and has been updated three times. The *Manual* incorporates the changes made in the three previous updates and answers many of the questions and suggestions submitted during the past seven years by employers and Commission staff.

The *Manual* has been completely revised. Some of the changes you will find are the addition of the Title 5 Regulations to expand the authorization of some Pre-Ryan teaching, administration, and pupil personnel services credentials, as well as information on credential waivers, and emergency permits. The district and county monitoring report forms have also been revised for use by school districts and county offices of education for reporting assignments for the 1994-95 school year.

The *Manual* is designed to be used by school site administrators who are responsible for assigning teachers and other certificated employees to specific positions, and by personnel officers and credential technicians. It is also intended for use by students enrolled in a Commission-approved Administrative Services Credential program.

A copy of the Update has been mailed to county and school district superintendents, personnel directors at county offices of education, credential analysts at county office and institutions of higher education, and directors of Administrative Services Credential programs at California colleges and universities. You may order copies of the *Manual* from this office at the cost of five dollars (\$5.00) each by completing the attached form.

Again we ask you to share the *Manual* with the people in your office or agency who need the information, including district personnel directors and credential analysts, school site administrators, and professors in the Administrative Services Credential programs. Feel free to duplicate the *Manual* as needed.

If you have any questions, please contact our Information Services Office at (916) 445-7256 between 12:30 and 4:30 on weekday afternoons.

COMMISSION ON TEACHER CREDENTIALING

Box 944270
Sacramento, California 94244-2700
(916) 445-7254



CERTIFICATION, ASSIGNMENT AND WAIVERS DIVISION

3/95

Administrator's Assignment Manual Order Form

The *Manual* is designed to be used by school site administrators who are responsible for assigning teachers and other certificated employees to specific positions and by personnel officers and credential technicians. It is also intended for use by students enrolled in Commission-approved Administrative Services Credential programs. The main body of the *Manual* is organized according to the type of position that an employer needs to fill. Each section explains which credentials authorize service for that position and gives assignment alternatives in case it is not possible to find someone who holds one of the listed credentials.

Please use this form to order copies of the *Manual*. You may also duplicate the *Manual* as needed.

If you have any questions, contact our Information Services Office at (916) 445-7256 between 12:30 and 4:30 on weekday afternoons.

Please send me _____ copies of the *Administrator's Assignment Manual* at a cost of \$5.00 each. Mail the *Manuals* to the address below.

A check or money order (no purchase orders, please) for \$_____ is attached.

Name of Agency: _____

Street Address: _____

Attention: _____

Telephone Number: _____