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Information

Credentialing and Certificated Assignments Committee

Proposed Documents to Replace Emergency Permits

Executive Summary: This agenda item presents the concepts presented at the May 2004 Commission meeting as options for the Commission to consider when replacing emergency permits.

Recommended Action: None – Information Item

Presenter: Dale Janssen, Director,
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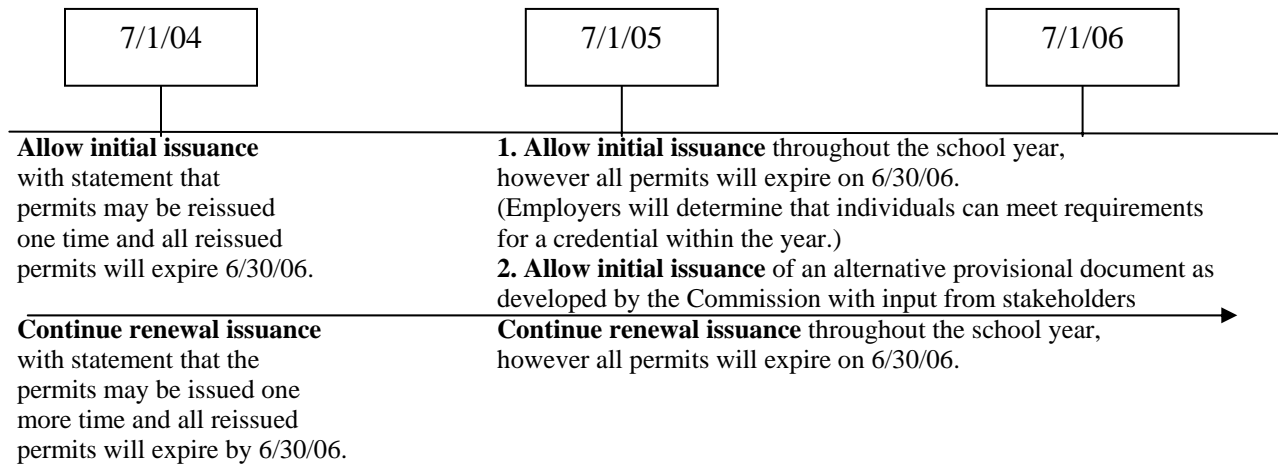
Proposed Documents to Replace Emergency Permits

Introduction

At the May 2004 Commission meeting staff updated the Commission on the concepts a stakeholders group developed to replace emergency permits. This agenda items presents those concepts as options for the Commission to consider when replacing emergency permits.

Background

The Commission discussed the issuance of emergency permits at its August, October, November and December 2003 and May 2004 Commission meetings. At its December meeting the Commission took action to discontinue the issuance of emergency permits based on the following timeline:



The NCLB deadline for full compliance with the requirement of having a highly qualified teacher in every core academic classroom is the end of the 2005-2006 school year. At the December 2003 Commission meeting, the Commission took action to discontinue emergency permits. At that time, staff was directed to meet with stakeholder organizations to develop criteria for a document to address unanticipated and chronic staffing needs.

The Commission may at a later date wish to discuss credential waivers. Waivers are applied for by school districts when no credentialed teacher and no emergency permit teacher can be found for the position. Waivers are often used when the individual the district would like to hire has not had a chance to take the CBEST or does not meet the subject matter requirements for an emergency permit. After the Commission has adopted criteria for the documents intended to

replace emergency permits, the Commission may wish to review requirements for credential waivers.

Stakeholder Meetings

Several organizations testified at both the November 2003 Study Session and the December 2003 Commission meeting that there would be a continuing need for a document that addressed unanticipated staffing needs. All organizations supported the July 1, 2006 phase out date as long as there was some flexibility to staff classrooms at the local level. This agenda item presents the options that have been developed by the stakeholders and Commission staff.

The participating stakeholders were asked to define an “emergency.” An emergency, according to the general consensus of the group, occurs when the employing agency is unable to find a credentialed teacher for a classroom. However, as the discussions continued the group determined that there were two distinct types of staffing needs.

- 1) **Acute staffing need:** When an employer needs to fill a classroom immediately based on an unforeseen need; for example when the teacher of record is unable to finish the school year due to an illness or when there is an enrollment adjustment.
- 2) **Anticipated staffing need:** When a district is aware that an opening is going to occur, conducts a diligent search for a credentialed teacher, but is unable to recruit one. This often occurs in the statewide shortage areas of special education, mathematics and sciences, however it can occur in almost any subject depending upon the site and district.

With the understanding that there are two distinct sets of staffing needs, members of the group suggested that the new document be bifurcated to offer one that would meet an acute staffing need and one for an anticipated staffing need when, after a diligent search, no appropriately credentialed teacher can be found. Consequently the first proposed document is for temporary assignments and the second is for longer-term assignments.

Proposed Options for an Acute Staffing Need Document

This document would be used when a district needs to staff a classroom immediately. Some of the possible reasons discussed at the stakeholders meeting include illness, approved leave, enrollment adjustments and to serve as a bridge document for those who have completed subject matter competency but have been unable to enroll in a teacher preparation program.

While there seems to be general consensus and agreement about the requirement for the short-term, Acute Staffing Need document, the Commission may wish to discuss options as outlined below.

Proposed Acute Staffing Need Document

Name

- A. Interim Staff Permit or
- B. Short-Term Staff Permit

Candidate Requirements

Bachelor's Degree

CBEST

Subject Matter

Multiple Subject – 40 units

Single Subject – 18 units

Special Education – Either subject matter requirement

LEA Requirements

Local recruitment effort

Provide orientation and ongoing support

Written justification signed by Superintendent or designee

Validity of Document

A. Non-Renewable - Not to exceed one year or

B. Renewable for one additional year if in a different assignment

Restriction

Employer

Proposed Options for Anticipated Staffing Need Document

The second permit is for occurrences when the district knows that there will be an opening, conducts a diligent search yet is unable to recruit a suitable candidate. The expectations of the district and the employee are much higher since this individual will be the teacher of record and should be on a credential track. The focus of the document is meeting subject matter competency. Once a candidate completes subject matter competency, he or she can be employed on an NCLB compliant document such as an Individualized Internship Certificate or a University or District Internship credential.

Based on the testimony at the May 2004 Commission meeting, staff has added additional options the Commission may wish to consider. For the subject matter requirement staff has added the option of 48 semester units for the multiple subject permit and 24 semester units for single subject. Both of these unit options are just over half of the number of units required for the subject matter program at a university and since the purpose of this permit is to complete subject matter the additional units should also provide more subject matter background to pass the examination.

To clarify the diligent search option under LEA Requirement – verification of diligent search, staff has based this requirement on the credential waiver model where districts provide evidence of recruitment activities for each waiver request except in the shortage areas of mathematics, sciences and special education. In those instances verification of recruitment is based on a checklist.

Staff has also added LEA Requirement – public notice option A. Option LEA Requirement–public notice B was staff's original proposal that mirrored the NCLB requirement of notifying parents four weeks after the teacher has been in the classroom. The stakeholders voiced a

concern that the Commission should not put into regulation the NCLB requirements. Staff once again looked at the credential waiver process for guidance. For public notice, the waiver process requires the employer to include with the permit application an agenda item from the governing board listing the employment action. This method allows for public notice through the governing board rather than the site level.

Proposed Anticipated Staffing Need Document

Document Name

- A. Resident Teacher Permit or
- B. Provisional Internship Permit

Purpose

Issued at the request of a school district when a suitable credentialed teacher cannot be found after a diligent search

Candidate Requirements

Bachelor's Degree

CBEST

Subject Matter:

- A. Multiple Subjects – 40 units
Single Subject – 18 units
Special Education – Either subject matter requirement plus 9 units in education or 3 years experience with special education students
or
- B. Multiple Subjects – 60 units
Single Subjects – Major
Special Education – Either subject matter requirement plus 9 units in education or 3 years experience with special education students
or
- C. Multiple Subjects – 48 units
Single Subjects – 24 units
Special Education – Either subject matter requirement plus 9 units in education or 3 years experience with special education students

LEA Requirement –verification of diligent search

- A. Annual Resolution of the governing board that a reasonable effort to recruit has been made or
- B. Provide specified information of diligent search for each permit

LEA Requirement –supervision and support

Provide supervision and administrative support

LEA Requirement –mentoring

Paired with an experienced educator

LEA Requirement –complete subject matter

Provide assistance to obtain subject matter competency during the first year of employment

LEA Requirement –candidate is apprised of steps to earn a credential

A signed agreement between the teacher and LEA outlining steps to complete subject matter and enroll in an internship

LEA Requirement –public notice

- A. Permit requests must include verification that a notice of intent to employ the named applicant in the identified position has been made public or
- B. Notify parents after 4 weeks that teacher is not a fully prepared teacher

Validity of Document

Not to exceed two years, issued in one-year increments based on taking a subject matter examination

Restriction

Employer

August Commission Meeting

Based on direction from the Commission, staff will return in August with an agenda item with a staff recommendation for the two documents that are to replace emergency permits. This will be an action item for the Commission's consideration. Based on the action taken at the August Commission meeting staff will present proposed Title 5 regulatory language for the Commission and the public to consider at the September/October Commission. It would be presented as an information item to allow stakeholder and public input. Staff will return at the November/December meeting with updated proposed Title 5 regulations based on the September/October comments and recommend that the Commission call for a public hearing after the 45 day public comment period. The public hearing would then be scheduled for the January/February 2005 Commission meeting.