

COMMISSION ON TEACHER CREDENTIALING

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OFFICE OF THE EXECUTIVE SECRETARY

December 10, 1990

90-9014

TO: County Superintendents of Schools and
Credential Analysts in County Offices of Education

FROM:  Philip A. Fitch, Executive Secretary

SUBJECT: Certificated Assignment Monitoring and Review

As you know, 1989-90 was the first school year in which county superintendents of schools were required by Education Code §44258.9(e) to monitor and review the assignments of certificated staff in one-third of the school districts within the jurisdiction of the county. At the completion of the monitoring, the superintendents were required to submit a report to the Commission on Teacher Credentialing. The Commission appreciates the way in which the county offices of education responded to these new obligations.

Last year most of the county offices waited until the spring semester to conduct their monitoring activities, which created a serious problem. In many cases it was difficult for the county personnel to complete all of the monitoring required and prepare a comprehensive report to the Commission within the statutory time limits. In some cases serious misassignments were found so late in the year that corrections were not made because the allowable timelines ran to the end of the school year. The law intends that misassignments be identified and corrected as early in a school year as possible. The Commission hopes that this year the monitoring activities are undertaken in the fall semester with corrections taking place before the beginning of the spring term.

Enclosed with this communication is a revised form which is required for reporting assignment information to the Commission on Teacher Credentialing. We have also included a form on which school

districts may report information to the county office, but which you are not required to use. You will note that the information requested on these forms is essentially the same as that required for 1989-90, although we have eliminated some sections of last year's forms and have made other sections easier to understand. In a separate mailing we will send you form AM-1 to use when reporting to the Commission those misassignments which have not been corrected. If you have any questions about the information requested on these forms, please send them to the attention of Terri Fesperman at our agency.

I call your attention to the fact that the Limited Assignment Authorization (EC §44258.5) will not be available after June 30, 1991. As you may recall this avenue for assigning persons outside of their credential authorization became available as a temporary measure through legislation in 1985, it was subsequently extended by SB 435 (1987). The Commission does not intend to seek the authorization to continue issuing these authorizations after the June 30, 1991 date. Please communicate this information to your districts.

We appreciate your continued cooperation in this important area of state responsibility.

COMMISSION ON TEACHER CREDENTIALING

1912 9TH STREET
SACRAMENTO, CA 95814-7000

12-90

County Office of Education
ASSIGNMENT MONITORING AND REVIEW REPORT
 Including Summary of All Districts

In accordance with Education Codes §44258.9(d) and (e), each county superintendent of schools shall submit an annual summary of the results of all assignment monitoring and reviews to the Commission on Teacher Credentialing. This report is due in the Commission office by July 1. **Mail the report to the Commission office to the attention of: Assignment Monitoring.**

County _____

Report Prepared By _____

Title _____

Telephone Number _____

Date _____

Acknowledgement of the County Superintendent of Schools

I have reviewed the following report and determined that it is complete and complies with
 Education Code §44258.9(d) and (e).

Name _____

Date _____

Signature _____

INSTRUCTIONS FOR COMPLETING THIS REPORT

Page 2 is the required information from all school districts in the county.

Information required for only those school districts monitored during the year of the report:

On page 3 and top of page 4, list the number of teachers employed under the various Education Code Section assignment options. The bottom of page 4 is for Committees on Assignments.

More Education Code Section assignment options appear on the top of page 5. The bottom half of page 5 asks you to record the number and subject of the individuals on State Board of Education waivers.

Page 6 asks you to list the other teacher and service assignments made legal by sources of authority not listed elsewhere on the report. Data on the assignment of teachers of Limited English Proficient students is in the middle of the page and misassignment reporting starts on the bottom of page 6.

Data collected on teaching misassignments is on page 7.

Other certificated personnel misassignment information is to be listed on the top of page 8. Information on how the misassignments initially identified were corrected is also on page 8.

Page 9 asks you to list the data on misassignments in those districts with 5 percent or more of their certificated personnel misassigned.

INFORMATION FOR ALL SCHOOL DISTRICTS IN COUNTY

School year beginning July 1, _____

Total number of school districts in your county: _____

Total number of districts monitored during this school year: _____

EC §44258.9(d) states that the county must monitor at least 1/3 of the districts in the county each year. (CTC has interpreted this to mean either 1/3 of the number of districts or districts constituting 1/3 of the total county A.D.A.)

Names of Districts Monitored: _____

Will your county have on file by June 1 a signed affidavit from each district superintendent attesting to the legality of assignments for all certificated employees for this school year as required by Education Code §44258.9(c)?

yes _____ no _____

If no, list the name(s) of the superintendent(s) and the district(s) refusing to comply:

1. _____
2. _____
3. _____
4. _____
5. _____

INFORMATION FOR SCHOOL DISTRICTS MONITORED

List the number of teachers assigned by local governing board authorization under the following provisions of the law according to the subject taught and, where applicable, the level (E = elementary, grades K-5, M = middle or intermediate, grades 6-8, and H = high school, grades 9-12). The grade level refers to the grade level of the assignment not to the type of school where the service was performed. An individual teacher may be listed under more than one authorization.

Ed. Code §44256(b)--6/12 grades 8 and below

Subject _____	E/M _____	Number _____
Subject _____	E/M _____	Number _____
Subject _____	E/M _____	Number _____
Subject _____	E/M _____	Number _____
Subject _____	E/M _____	Number _____
Subject _____	E/M _____	Number _____
Subject _____	E/M _____	Number _____
Subject _____	E/M _____	Number _____
Subject _____	E/M _____	Number _____
Subject _____	E/M _____	Number _____
Subject _____	E/M _____	Number _____

TOTAL _____

Ed. Code §44258.2--6/12 grades 5-8

Subject _____	Number _____
Subject _____	Number _____
Subject _____	Number _____
Subject _____	Number _____
Subject _____	Number _____
Subject _____	Number _____
Subject _____	Number _____
Subject _____	Number _____
Subject _____	Number _____
Subject _____	Number _____
Subject _____	Number _____
Subject _____	Number _____

TOTAL _____

Ed. Code §44263--9/18

Subject _____	Number _____
Subject _____	Number _____
Subject _____	Number _____
Subject _____	Number _____
Subject _____	Number _____
Subject _____	Number _____
Subject _____	Number _____
Subject _____	Number _____
Subject _____	Number _____
Subject _____	Number _____

TOTAL _____

Ed. Code §44263--60 semester hours/self-contained

TOTAL _____

Ed. Code §44258.7(a)(d)(e)--Committee on Assignments

E = elementary, grades K - 5, M = middle or intermediate, grades 6 - 8, and H = high school, grades 9 - 12. The grade level refers to the grade level taught for the assignment not to the type of school where the service was performed.

Subject/Area _____	E/M/H _____	Number _____
Subject/Area _____	E/M/H _____	Number _____
Subject/Area _____	E/M/H _____	Number _____
Subject/Area _____	E/M/H _____	Number _____
Subject/Area _____	E/M/H _____	Number _____
Subject/Area _____	E/M/H _____	Number _____
Subject/Area _____	E/M/H _____	Number _____
Subject/Area _____	E/M/H _____	Number _____
Subject/Area _____	E/M/H _____	Number _____
Subject/Area _____	E/M/H _____	Number _____
Subject/Area _____	E/M/H _____	Number _____
Subject/Area _____	E/M/H _____	Number _____
Subject/Area _____	E/M/H _____	Number _____
Subject/Area _____	E/M/H _____	Number _____
Subject/Area _____	E/M/H _____	Number _____

TOTAL _____

Ed. Code §44865

Home Teacher	_____	Necessary Small High Schools	_____
Adults	_____	County Community Schools	_____
Hospital Classes	_____	Juvenile Court Schools	_____
Alternative Schools	_____	Continuation Schools	_____
Opportunity Schools	_____		
		TOTAL	_____

Ed. Code §44258.7(b)--Coach a competitive sport for one period

TOTAL _____

Teachers and other certificated personnel on State Board of Education waivers.

Subject/Area	_____	Number	_____
Subject/Area	_____	Number	_____
Subject/Area	_____	Number	_____
Subject/Area	_____	Number	_____
Subject/Area	_____	Number	_____
Subject/Area	_____	Number	_____
Subject/Area	_____	Number	_____
Subject/Area	_____	Number	_____
Subject/Area	_____	Number	_____
Subject/Area	_____	Number	_____
Subject/Area	_____	Number	_____
Subject/Area	_____	Number	_____
Subject/Area	_____	Number	_____
Subject/Area	_____	Number	_____
Subject/Area	_____	Number	_____
Subject/Area	_____	Number	_____
Subject/Area	_____	Number	_____
Subject/Area	_____	Number	_____
Subject/Area	_____	Number	_____
Subject/Area	_____	Number	_____
Subject/Area	_____	Number	_____
Subject/Area	_____	Number	_____
Subject/Area	_____	Number	_____
Subject/Area	_____	Number	_____
		TOTAL	_____

Other legal authority not noted elsewhere on this report.

Subject/Area _____	EC Section _____	Number _____
Subject/Area _____	EC Section _____	Number _____
Subject/Area _____	EC Section _____	Number _____
Subject/Area _____	EC Section _____	Number _____
Subject/Area _____	EC Section _____	Number _____
Subject/Area _____	EC Section _____	Number _____
Subject/Area _____	EC Section _____	Number _____
Subject/Area _____	EC Section _____	Number _____
		TOTAL _____

Limited English Proficient Instruction Information

Give the total number of Limited English Proficient (LEP) instruction personnel employed either on a CTC credential or through an approved California Department of Education compliance option.

- Of these, how many are Locally Designated Personnel teaching in the target language? _____
- How many are Locally Designated Personnel teaching in language development classes? _____
- How many are teachers in the Plan to Remedy the Shortage? _____

MISASSIGNMENT REPORTING

How many certificated employees (teaching and non-teaching personnel) notified your county during the school year of a possible misassignment problem they were involved in as provided for by §44258.9(g)(2)(3)(4)? _____

- Of these, how many:
 - a. were determined to be legally assigned? _____
 - b. were corrected to legal assignments within 30 days? _____
 - c. had extraordinary circumstances which made correction impossible? _____

- Describe the extraordinary circumstances.
- 1. Subject/Area _____ E/M/H _____ Number _____
Circumstance _____
- 2. Subject/Area _____ E/M/H _____ Number _____
Circumstance _____
- 3. Subject/Area _____ E/M/H _____ Number _____
Circumstance _____

How many **teachers** did you initially identify as misassigned? _____

List the teaching misassignments identified by subject and level. **List each subject separately and do not group subjects or grade levels.** E = elementary, grades K - 5, M = middle or intermediate, grades 6 - 8, and H = high school, grades 9 - 12. The grade level refers to the grade level taught for the assignment not to the type of school where the service was performed.

Subject _____	E/M/H _____	Number _____
Subject _____	E/M/H _____	Number _____
Subject _____	E/M/H _____	Number _____
Subject _____	E/M/H _____	Number _____
Subject _____	E/M/H _____	Number _____
Subject _____	E/M/H _____	Number _____
Subject _____	E/M/H _____	Number _____
Subject _____	E/M/H _____	Number _____
Subject _____	E/M/H _____	Number _____
Subject _____	E/M/H _____	Number _____
Subject _____	E/M/H _____	Number _____
Subject _____	E/M/H _____	Number _____
Subject _____	E/M/H _____	Number _____
Subject _____	E/M/H _____	Number _____
Subject _____	E/M/H _____	Number _____
Subject _____	E/M/H _____	Number _____
Subject _____	E/M/H _____	Number _____
Subject _____	E/M/H _____	Number _____
Subject _____	E/M/H _____	Number _____
Subject _____	E/M/H _____	Number _____
Subject _____	E/M/H _____	Number _____
Subject _____	E/M/H _____	Number _____
Subject _____	E/M/H _____	Number _____
Subject _____	E/M/H _____	Number _____

TOTAL _____

How many other certificated (non-teaching) personnel did you initially identify as misassigned? _____

List the other certificated personnel misassignments identified by area and grade level. List each area separately and do not group areas or grade levels. E = elementary, grades K - 5, M = middle or intermediate, grades 6 - 8, and H = high school, grades 9 - 12. The grade level refers to the grade level taught for the assignment not to the type of school where the service was performed.

Area _____	E/M/H _____	Number _____
Area _____	E/M/H _____	Number _____
Area _____	E/M/H _____	Number _____
Area _____	E/M/H _____	Number _____
Area _____	E/M/H _____	Number _____
Area _____	E/M/H _____	Number _____
Area _____	E/M/H _____	Number _____
Area _____	E/M/H _____	Number _____
Area _____	E/M/H _____	Number _____

Of the total number of misassignments reported on pages 7 and 8 (teaching and non-teaching), how many were corrected once the district was notified? _____

On what basis were they corrected?

- a. individual removed or reassigned _____
- b. obtained a State Board of Education waiver _____
- c. used an Education Code section assignment option _____
- d. applied for an emergency credential _____
- e. other (please list) _____

How many illegal assignments were not corrected and are being reported to the Commission? _____
(Use form AM-1 to report the misassignment not corrected.)

List the districts that have current misassignments:

1. _____
2. _____
3. _____
4. _____
5. _____

How many districts were notified that they have a rate of 5 percent or more of their certificated teaching personnel (based on the total number of all misassignments divided by the number of secondary teachers) misassigned as required under Education Code §44259(g)(4)? _____

Of those districts notified under §44259(g)(4):

a. how many corrected all misassignments within 120 days? _____

b. how many were exempted under extraordinary circumstances? _____

what were the circumstances? _____

c. how many districts have not corrected the misassignment problem? _____

List the non-complying district(s) and the name(s) of the superintendent(s) who were reported to the Commission:

1. _____

2. _____

3. _____

4. _____

5. _____

How many workshops were conducted within your county by the county office or the district office regarding the proper assignment of teachers for this school year? _____

How many certificated personnel were employed in the monitored districts during this school year?

Elementary Teachers (K-6) _____ Secondary Teachers (grades 7-12) _____

Other Certificated Employees (Non-Teaching Personnel) _____

TOTAL _____

Additional Information Resulting from District Monitoring

COMMISSION ON TEACHER CREDENTIALING

1812 9TH STREET
SACRAMENTO, CA 95814-7000



12-90

School District
ASSIGNMENT MONITORING AND REVIEW REPORT

In accordance with Education Codes §44258.9(d) and (e), each county superintendent of schools shall submit an annual summary of the results of all assignment monitoring and reviews to the Commission on Teacher Credentialing. To assist your county office with the writing of that report, please complete the following. The county report is due in the Commission office by July 1.

Name of District _____

Report Prepared By _____

Title _____

Telephone Number _____

Date _____

Acknowledgement of the District Superintendent of Schools

I have reviewed the following report and determined that it is complete and complies with Education Code §44258.9(d) and (e).

Name _____

Date _____

Signature _____

INSTRUCTIONS FOR COMPLETING THIS REPORT

Page 2 is the required information for your school district.

Information required as a result of the assignment monitoring during the year of the report:

On page 3 and top of page 4, list the number of teachers employed under the various Education Code Section assignment options. The bottom of page 4 is for Committees on Assignments.

More Education Code Section assignment options appear on the top of page 5. The bottom half of page 5 asks you to record the number and subject of the individuals on State Board of Education waivers.

Page 6 asks you to list the other teacher and service assignments made legal by sources of authority not listed elsewhere on the report. Data on the assignment of teachers of Limited English Proficient students is in the middle of the page and misassignment reporting starts on the bottom of page 6.

Data collected on teaching misassignments is on page 7.

Other certificated personnel misassignment information is to be listed on the top of page 8. Information on how the misassignments initially identified were corrected is also on page 8.

Page 9 asks you to list the data on misassignments if it was found that your district has 5 percent or more of their certificated personnel misassigned.

INFORMATION FOR ALL SCHOOLS IN THE SCHOOL DISTRICT

School year beginning July 1, _____

Total number of schools in your district: _____

Total number of schools monitored during this school year: _____

EC §44258.9(d) states that the county must monitor at least 1/3 of the districts in the county each year. (CTC has interpreted this to mean either 1/3 of the number of districts or districts constituting 1/3 of the total county A.D.A.)

Names of Schools Monitored: _____

Will your district have on file by June 1 a signed affidavit from each chief school site administrator attesting to the legality of assignments for all certificated employees for this school year as required by Education Code §44258.9(c)?

yes _____ no _____

If no, list the name(s) of the chief school site administrator (s) and the school(s) refusing to comply:

1. _____
2. _____
3. _____
4. _____
5. _____

INFORMATION FOR SCHOOLS MONITORED

List the number of teachers assigned by local governing board authorization under the following provisions of the law according to the subject taught and, where applicable, the level (E = elementary, grades K-5, M = middle or intermediate, grades 6-8, and H = high school, grades 9-12). The grade level refers to the grade level of the assignment not to the type of school where the service was performed. An individual teacher may be listed under more than one authorization.

Ed. Code §44256(b)--6/12 grades 8 and below

Subject _____	E/M _____	Number _____
Subject _____	E/M _____	Number _____
Subject _____	E/M _____	Number _____
Subject _____	E/M _____	Number _____
Subject _____	E/M _____	Number _____
Subject _____	E/M _____	Number _____
Subject _____	E/M _____	Number _____
Subject _____	E/M _____	Number _____
Subject _____	E/M _____	Number _____
Subject _____	E/M _____	Number _____
Subject _____	E/M _____	Number _____

TOTAL _____

Ed. Code §44258.2--6/12 grades 5-8

Subject _____	Number _____
Subject _____	Number _____
Subject _____	Number _____
Subject _____	Number _____
Subject _____	Number _____
Subject _____	Number _____
Subject _____	Number _____
Subject _____	Number _____
Subject _____	Number _____
Subject _____	Number _____
Subject _____	Number _____
Subject _____	Number _____

TOTAL _____

Ed. Code §44263--9/18

Subject _____	Number _____
Subject _____	Number _____
Subject _____	Number _____
Subject _____	Number _____
Subject _____	Number _____
Subject _____	Number _____
Subject _____	Number _____
Subject _____	Number _____
Subject _____	Number _____
Subject _____	Number _____
Subject _____	Number _____

TOTAL _____

Ed. Code §44263--60 semester hours/self-contained

TOTAL _____

Ed. Code §44258.7(a)(d)(e)--Committee on Assignments

E = elementary, grades K - 5, M = middle or intermediate, grades 6 - 8, and H = high school, grades 9 - 12. The grade level refers to the grade level taught for the assignment not to the type of school where the service was performed.

Subject/Area _____	E/M/H _____	Number _____
Subject/Area _____	E/M/H _____	Number _____
Subject/Area _____	E/M/H _____	Number _____
Subject/Area _____	E/M/H _____	Number _____
Subject/Area _____	E/M/H _____	Number _____
Subject/Area _____	E/M/H _____	Number _____
Subject/Area _____	E/M/H _____	Number _____
Subject/Area _____	E/M/H _____	Number _____
Subject/Area _____	E/M/H _____	Number _____
Subject/Area _____	E/M/H _____	Number _____
Subject/Area _____	E/M/H _____	Number _____
Subject/Area _____	E/M/H _____	Number _____
Subject/Area _____	E/M/H _____	Number _____
Subject/Area _____	E/M/H _____	Number _____
Subject/Area _____	E/M/H _____	Number _____

TOTAL _____

Ed. Code §44865

Home Teacher	_____	Necessary Small High Schools	_____
Adults	_____	County Community Schools	_____
Hospital Classes	_____	Juvenile Court Schools	_____
Alternative Schools	_____	Continuation Schools	_____
Opportunity Schools	_____		
		TOTAL	_____

Ed. Code §44258.7(b)--Coach a competitive sport for one period

TOTAL _____

Teachers and other certificated personnel on State Board of Education waivers.

Subject/Area _____	Number _____
Subject/Area _____	Number _____
Subject/Area _____	Number _____
Subject/Area _____	Number _____
Subject/Area _____	Number _____
Subject/Area _____	Number _____
Subject/Area _____	Number _____
Subject/Area _____	Number _____
Subject/Area _____	Number _____
Subject/Area _____	Number _____
Subject/Area _____	Number _____
Subject/Area _____	Number _____
Subject/Area _____	Number _____
Subject/Area _____	Number _____
Subject/Area _____	Number _____
Subject/Area _____	Number _____
Subject/Area _____	Number _____
Subject/Area _____	Number _____
Subject/Area _____	Number _____
Subject/Area _____	Number _____
TOTAL _____	

Other legal authority not noted elsewhere on this report.

Subject/Area _____	EC Section _____	Number _____
Subject/Area _____	EC Section _____	Number _____
Subject/Area _____	EC Section _____	Number _____
Subject/Area _____	EC Section _____	Number _____
Subject/Area _____	EC Section _____	Number _____
Subject/Area _____	EC Section _____	Number _____
Subject/Area _____	EC Section _____	Number _____
Subject/Area _____	EC Section _____	Number _____

TOTAL _____

Limited English Proficient Instruction Information

Give the total number of Limited English Proficient (LEP) instruction personnel employed either on a CTC credential or through an approved California Department of Education compliance option.

- Of these, how many are Locally Designated Personnel teaching in the target language? _____
- How many are Locally Designated Personnel teaching in language development classes? _____
- How many are teachers in the Plan to Remedy the Shortage? _____

How many certificated personnel were employed in the monitored school during this school year?

Elementary Teachers (K-6) _____ Secondary Teachers (grades 7-12) _____

Other Certificated Employees (Non-Teaching Personnel) _____

TOTAL _____

Additional Information Resulting from District Monitoring
