

CREENTIAL INFORMATION ALERT

Date: January 20, 2004

Number: 04-01

Subject: Appropriate Assignment of Coordinators of Programs

In May of 2000, Title 5 Regulations were approved which added Section 80020.4.1 to allow holders of teaching credentials to develop, direct, implement or coordinate programs. The regulations were amended again in January 2003 to shift the focus of the section from the job title of "program coordinator" to the duties that may be performed. This Credential Information Alert discusses the provisions of this option and the time limits included in one of the options in the regulations. The text of the regulation appears at the end of this Alert.

Provisions of Assignment Option

There are five subsections in Title 5 Section 80020.4.1. Subsection (a) allows only the holder of a teaching credential based on a bachelor's degree, teacher preparation, and student teaching to develop, direct, implement or coordinate programs of staff development or curricular development at the school site, school district, or county level. Employing agencies may not allow an individual who holds an emergency permit or waiver to serve in this type of assignment. This section also provides flexibility to the local level to hire non-credentialed individuals to develop, direct, implement or coordinate programs at the district or county level. A district or county office may also employ holders of a teaching or administrative credential to serve in a position whose duties include developing, directing, implementing or coordinating a program.

Subsections (b) and (c) state that individuals who hold designated subjects adult and vocational teaching credentials may develop, direct, implement or coordinate programs to improve instruction and enhance student learning in their respective adult or vocational subject area.

Specifics on coordinating a reading program may be found in subsection (d). Holders of the Administrative Services or Reading and Language Arts Specialist Teaching Credentials may coordinate *district* and *county* reading programs. Effective July 1, 2004, *school site* reading programs may be coordinated by holders of Administrative Services, Reading and Language Arts Specialist Teaching, and Restricted Reading Specialist Credentials as well as holders of a Reading Certificate.

Subsection (e) includes a grandparenting clause for individuals who meet specific criteria to serve as a *school site* reading program coordinator. Individuals who have completed three years of reading coordinator experience prior to July 1, 2004, while holding a teaching credential may continue in the assignment as *school site* reading program coordinator. He or she does not have to obtain one of the documents listed in subsection (d) to perform the services of a *school site* reading program coordinator. Verification of the reading program coordinator experience must

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be kept on file by the employing agency. County offices of education are required to report the number of individuals assigned under this Title 5 Section when reporting to the Commission on the results of their annual assignment monitoring [EC §4428.9(b)]. Assignments should be listed in the section for “Other Legal Assignments” in the report.

Time Limit to Meet Grandparenting Clause

The time limit to serve as a school site reading coordinator while holding a teaching credential as listed in the grandparenting clause in subsection (e) is approaching. Individuals who have not completed the three years prior to July 1, 2004, must hold an Administrative Services, Reading and Language Arts Specialist Teaching, and Restricted Reading Specialist Credentials or holders of the Reading Certificate to serve as a school site reading coordinator as listed in subsection (d).

Allowing an individual who does not have the requisite three years of experience to continue to serve after July 1, 2004, is a misassignment that must be corrected. Employing agencies will need to review the qualifications of individuals currently developing, directing, implementing or coordinating a program to ensure that they hold one of the appropriate credentials or has the requisite experience to meet the grandparenting clause.

Information on the credentials and certificates listed above may be found at the following links:

Administrative Services - <http://www.ctc.ca.gov/credentialinfo/leaflets/cl574c.html>

Reading Certificate - <http://www.ctc.ca.gov/credentialinfo/leaflets/cl812.html>

Reading Specialists - <http://www.ctc.ca.gov/credentialinfo/leaflets/cl537.html>

Questions

If you have further questions, please contact the Commission’s Assignment Unit at (916) 322-5038 between 8 a.m. and 5 p.m., weekdays or by e-mail at cawassignments@ctc.ca.gov.

Title 5 Section 80020.4.1. Services a Teacher May Provide.

- (a) *The holder of a California teaching credential based on a baccalaureate degree and a teacher preparation program, including student teaching or the equivalent may develop, direct, implement, or coordinate programs designed to improve instruction and enhance student learning at the school site in grades twelve and below, including preschool, and in classes organized primarily for adults.*
- (b) *The holder of a California designated subjects adult teaching credential may develop, direct, implement, or coordinate programs designed to improve instruction and enhance student learning for adult teaching subject areas.*
- (c) *The holder of a California designated subjects vocational teaching credential may develop, direct, implement, or coordinate programs designed to improve instruction and enhance student learning for vocational teaching subject areas.*
- (d) *Irrespective of the provisions set out in this section, only individuals who hold either the Reading and Language Arts Specialist Credential or Administrative Services Credential may develop, direct, implement, and coordinate school district or county reading programs. Effective July 1, 2004, school site reading programs may only be developed, directed, implemented, or coordinated by individuals who hold the Reading and Language Arts Specialist Credential, Restricted Reading Specialist Credential, Reading Certificate, or Administrative Services Credential.*
- (e) *An individual who has developed, directed, implemented, or coordinated reading programs for a minimum of three years prior to July 1, 2004, on the basis of a California teaching credential based on a baccalaureate degree and a teacher preparation program, including student teaching or the equivalent, shall be authorized to continue in such assignment. Verification of this teaching experience must be kept on file in the office of the employing agency for purposes of the monitoring of certificated assignments pursuant to Education Code Section 44258.9(b).*