

Assignment Monitoring Responsibilities

Responsible Party	Action
County Office of Education	<ol style="list-style-type: none"> 1. Annually Monitor Assignments through CalSAAS <ul style="list-style-type: none"> • All non-charter schools located within the county’s geographical area • Any LEA with certificated positions in schools located within the county’s geographical area • Any County Authorized Charter Schools 2. Year-Round Assignment Review <ul style="list-style-type: none"> • Review that any misassignments are corrected within 30 calendar days of identification • Advise educators about the legality of the assignment within 15 working days of their complaints 3. Assistance and Training <ul style="list-style-type: none"> • Assist in District efforts to ensure employees have appropriate credentials for their certificated positions • Provide technical assistance and training on topics of interest • Commencing in the 2020-21 school year, provide technical assistance to district chartering authorities monitoring charter schools 4. Report <ul style="list-style-type: none"> • Submit Final determinations on monitored assignments through CalSAAS
District <i>without</i> district authorized charter school	<ol style="list-style-type: none"> 1. Review Assignments through CalSAAS <ul style="list-style-type: none"> • Certificated positions at all LEAs within the district
District <i>with</i> district authorized charter school	<ol style="list-style-type: none"> 1. Annually Monitor Charter Assignment through CalSAAS <ul style="list-style-type: none"> • Any district authorized charter schools 2. Year-Round Assignment Review <ul style="list-style-type: none"> • Assure any misassignments at district authorized charters are corrected within 30 calendar days of the identification

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	<ul style="list-style-type: none"> • Advise charter educators about the legality of the assignment within 15 working days of their complaints <ol style="list-style-type: none"> 3. Assistance and Training <ul style="list-style-type: none"> • Assist in charter efforts to ensure employees have appropriate credentials for their certificated positions • Provide technical assistance and training to charter schools authorized by the district 4. Review assignments through CalSAAS <ul style="list-style-type: none"> • Certificated positions at all LEAs within the district 5. Report <ul style="list-style-type: none"> • Submit Final determinations on district authorized charter school assignments through CalSAAS
Charter School	<ol style="list-style-type: none"> 1. Review Teaching Assignments through CalSAAS <ul style="list-style-type: none"> • Provide determinations on teaching assignments at charter school
Commission on Teacher Credentialing	<ol style="list-style-type: none"> 1. Annually Monitor Assignment through CalSAAS <ul style="list-style-type: none"> • Of the seven single district counties in California • Of all State Board of Education authorized charters 2. Assistance and training <ul style="list-style-type: none"> • Provide technical assistance and training on assignment monitoring practices and emerging issues 3. Report <ul style="list-style-type: none"> • Make results of monitoring publicly available

The table above provides a summary of the Assignment Monitoring Responsibilities for districts, counties, and the Commission. This table should be used as a guide, but districts and counties should refer to Education Code section 44258.9 to identify their complete statutory responsibilities