


Orientation Module Handout

The slides in this handout reflect the [CTC Orientation Module](#)

**Assignment Monitoring:
Orientation Module**



Assignment Monitoring Program
Commission on Teacher Credentialing

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This module is intended to help new credential analysts understand their Local Education Agency's (LEAs) assignment responsibilities.

During this presentation we will discuss why these responsibilities exist and how LEAs are held accountable for upholding them.

Welcome to Assignments!

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Why do we have a responsibility to appropriately assign educators?

In 1970, Assemblymember Leo Ryan saw a need for educator licensing and introduced **Assembly Bill 122** to the Legislature

When approved, this bill created the Commission and chaptered its guiding **statutes**

The Commission has authority to promulgate **regulations** which clarify existing Statutes

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Credentials represent the preparation educators have received.

- A) True
- B) False



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Provisions requiring appropriate assignments

- **Education Code §44001:** "... 'position requiring certification qualifications' includes every type of service for which certification qualifications are established..."
- **Education Code §44830:** "*The governing board of a school district shall employ for positions requiring certification qualifications, only persons who possess the qualifications for those positions prescribed by law.*"
- **Education Code §35035(g):** it is the duty of each district superintendent to ensure that their certificated staff hold valid documents authorizing them to serve in their assigned positions.

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Assignment Responsibilities

- Employers have a legal obligation to appropriately assign educators in certificated positions.
- Violation of these provisions result in **misassignments.**
- Misassignments should be corrected within 30 calendar days of their identification.

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Misassignment Definition

•**Misassignments occur when:** an educator is employed in a teaching or services position for which the employee does not hold a legally recognized certificate and is not otherwise authorized by statute to hold.

•**Vacancies** are also considered misassignments.

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Assigning Educators Can be Complex

- Decades of different credentials that authorize different assignments
- Provisions in education code that allow teachers to legally serve outside of their authorization area based on some criteria
- New laws are regularly introduced that change the nature of teacher assignments
- Sometimes it is difficult to find an educator credentialed for a position

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A misassignment occurs when:

- A) An educator is placed in a position that they do not hold a certificate, credential, permit, or waiver with an appropriate authorization for the assignment.
- B) a certificated employee is placed in a position for which they do not hold a certificate, credential, permit, or waiver with an appropriate authorization for the assignment, or if the position is a vacancy.
- C) When an educator is serving outside of their authorization area based on legal criteria outside of their credential.
- D) Both A) and B).

Correct - Click anywhere or press Control F to continue

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Employers are responsible for:

- A) Identifying when a position is aligned with established certification standards.
- B) Appropriately assigning educators in certificated positions.
- C) Finding mis...
- D) all the above.


Correct - Click anywhere or press Control Y to continue

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Assignment Monitoring


the process by which Monitoring Authorities review the assignments of certificated educators in California public and charter schools, and determine whether they are appropriately assigned.



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Charter School Monitoring Hierarchy



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Assignment Monitoring Pursuant EC §44258.9

- All California k-12 schools are monitored on an annual basis
- Monitoring Authorities (MA) have a responsibility to monitor their Local Education Agency's (LEA) certificated assignments
- Misassignments should be corrected within 30 calendar days
- Results are made publicly available, and used for federal and state reporting

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Assignment Monitoring Roles: The Commission

- Authority on appropriateness of assignments.
- Provides guidance and technical support to California's 58 county offices of education.
- Monitor assignments for California's single district counties and state-authorized charter schools.
- Aggregate, report, and publicly display assignment monitoring data.

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Assignment Monitoring Roles: County Monitoring Authorities (MAs)

- Annually Monitor Assignments through CalSAAS
- Year-Round Assignment Review
- Assistance and Training
- Report

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Assignment Monitoring Roles: District Monitoring Authorities (MAs)

As a Chartering Authority:

- Annually Monitor Charter Assignments through CalSAAS
- Assistance and Training
- Report

As an LEA:

- Appropriate Assignments
- Review Assignments Thorough CalSAAS

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Assignment Monitoring Roles: Non-MA Districts and Charter Schools

- Assign Educators Appropriately
- Review Assignments Thorough CalSAAS

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Employee Assignment Complaints

The legality of an employee's assignment must be addressed within **15 working days** when a notice is filed.

Non-Charter Local Education Agencies

- the District or County Superintendent must advise

In Charter Schools

- the administrator of the school or chartering authority must advise

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Who is the monitoring authority?

Monitoring Authority:

- A County Office of Education
- B Commission on Teacher Credentialing
- C School District

Local Education Agency:

- A. Non-charter schools and county-authorized charter schools
- B. District-authorized charter school
- C. State authorized charter schools and single district counties

Correct - Click anywhere or press Control Y to continue

You did not answer this question completely

You answered this correctly!

Your answer:

The correct answer is:

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Assignment monitoring requires:

- A) All California traditional and charter k-12 schools be monitored on an annual basis.
- B) Misassignment be made publicly available .
- C) Monitoring Authorities to review the assignments of local education agencies within their purview.
- D) All the above.

Correct - Click anywhere or press Control Y to continue

You did not answer this question completely

You answered this correctly!

Your answer:

The correct answer is:

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The Commission is responsible for the training and outreach of California's County Offices of Education, and these counties are responsible for disseminating this information to the local education agencies within their purview.

- A) True
- B) False

Correct - Click anywhere or press Control Y to continue

You did not answer this question completely

Your answer:

The correct answer is:

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Complete the sentence below by filling in the blanks.

Educator complaints must be addressed within working days.

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Resources

For additional information related to assignment responsibilities refer to the Assignment Resources webpages on the Credential Information Guide (CIG):

<https://www.ctc.ca.gov/credentials/cig2/assignment-resources/ar-general-resources>

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The End

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