

## **MIDDLETOWN UNIFIED SCHOOL DISTRICT**

### **Regulation 4113: Assignment**

**Original Adopted Date 1/17/2024**

#### **Assignment to Departmentalized Classes Outside Credential Authorization**

Any holder of a credential other than an emergency permit may be assigned, with consent, to teach departmentalized classes in grades K-12 regardless of the designations on the teaching credential, provided that the teacher's subject matter knowledge is verified prior to the assignment. (Education Code 44258.3)

Procedures for verifying a teacher's subject matter knowledge shall be developed and implemented by the Superintendent or designee with the involvement of appropriate subject matter specialists, including curriculum specialists, resource teachers, classroom teachers certified to teach the subject, staff assigned to regional subject matter projects or curriculum institutes, or college faculty. (Education Code 44258.3)

Procedures to be used for this purpose shall specify: (Education Code 44258.3)

1. One or more of the following ways in which subject matter competence shall be assessed:
  - a. Observation by subject matter specialists
  - b. Oral interviews
  - c. Demonstration lessons
  - d. Presentation of curricular portfolios
  - e. Written examinations
2. Specific criteria and standards for verifying subject matter knowledge by any of the above methods. These criteria shall include, but need not be limited to, evidence of the individual's knowledge of the subject matter to be taught, including demonstrated knowledge of the curriculum framework for the subject and the specific content of the district's course of study for the subject at the grade level to be taught.

Whenever a teacher is assigned to teach departmentalized classes pursuant to Education Code 44258.3, the Superintendent or designee shall notify the exclusive representative of the district's certificated employees. (Education Code 44258.3)

#### **Assignment to Elective Courses Outside Credential Authorization**

A full-time teacher with special skills and preparation outside the credential authorization may, with the teacher's consent and the prior approval of a district committee on assignments, be assigned to teach an elective course in the area of the special skills or preparation, excluding a course in English, mathematics, science, or social studies. (Education Code 44258.7)

The Superintendent or designee shall establish a committee on assignments, consisting of an equal number of teachers selected by teachers and school administrators selected by school

administrators, to approve such assignments. (Education Code 44258.7)

Committee members shall serve a two-year term but may be reappointed using the same procedure as the initial appointment.

When determining whether a teacher is qualified for an assignment pursuant to Education Code 44258.7, the committee may consider the teacher's education, prior experience, observation by subject matter specialists, oral interviews, demonstration lessons, presentation of curricular portfolios, and/or written examinations.

Assignments approved by the committee shall be for a maximum of one school year, but may be extended by action of the committee upon application by the principal and teacher. (Education Code 44258.7)

### **Assignment to Special Schedules**

The Superintendent or designee shall make every reasonable effort to accommodate the preferences of certificated staff when assigning them to schools with year-round or regular schedules. (Education Code 37616)

Full-time probationary or permanent classroom teachers employed by the district prior to implementation of weekend classes shall not, without their written consent, be required to teach for more than 180 full days during a school year or for more than the number of full days during the preceding school year, whichever is greater. No teacher shall be assigned to work on a Saturday or Sunday if the teacher objects in writing that such assignment would conflict with religious beliefs or practices. (Education Code 44824)

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#### **Policy Reference Disclaimer:**

These references are not intended to be part of the policy itself, nor do they indicate the basis or authority for the board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

<b>State</b>	<b>Description</b>
5 CCR 80003-80005	Credential authorizations
5 CCR 80020-80020.5	Additional assignment authorizations
5 CCR 80335	Performance of unauthorized professional services
5 CCR 80339-80339.6	Unauthorized certificated employee assignment
Ed. Code 33126	<a href="#">School accountability report card</a>
Ed. Code 35035	<a href="#">Powers and duties of the superintendent: transfer authority</a>
Ed. Code 35186	<a href="#">Complaints regarding teacher vacancy or misassignment</a>
Ed. Code 37616	<a href="#">Consultation regarding year-round schedule</a>
Ed. Code 44225.6	<a href="#">Commission report to the legislature re: teachers</a>
Ed. Code 44250-44277	<a href="#">Credentials and assignment of teachers</a>
Ed. Code 44314	<a href="#">Subject matter programs; approved subjects</a>
Ed. Code 44824	<a href="#">Assignment of teachers to weekend classes</a>

Ed. Code 44955

[Reduction in number of permanent employees](#)

Gov. Code 3543.2

[Scope of representation](#)

### **Federal**

### **Description**

20 USC 6311

State plan

20 USC 6312

Local educational agency plan

20 USC 6601-6651

Teacher and Principal Training and Recruiting Fund

### **Management Resources**

### **Description**

California Department of Education  
Publication

Every Student Succeeds Act 2016-17 School Year Transition  
Plan, April 2016

California Department of Education  
Publication

California State Plan to Ensure Equitable Access to Excellent  
Educators

Commission on Teacher Credentialing  
Publication

Administrator's Assignment Manual - Updates and Revisions,  
May 2014

Commission on Teacher Credentialing  
Publication

The Administrator's Assignment Manual, 2021

U.S. Department of Education Guidance

Improving Teacher Quality State Grants: ESEA Title II, Part A ,  
rev. October 5, 2006

Website

[CSBA District and County Office of Education Legal Services](#)

Website

[Commission on Teacher Credentialing](#)

Website

[CSBA](#)

Website

[U.S. Department of Education](#)

Website

[California Department of Education](#)

### **Cross References**

### **Code**

### **Description**

0415

[Equity](#)

0460

[Local Control And Accountability Plan](#)

0460

[Local Control And Accountability Plan](#)

0470

[COVID-19 Mitigation Plan](#)

1312.4

[Williams Uniform Complaint Procedures](#)

1312.4-E(1)

[Williams Uniform Complaint Procedures](#)

1312.4-E(2)

[Williams Uniform Complaint Procedures](#)

3580

[District Records](#)

3580

[District Records](#)

4111

[Recruitment And Selection](#)

4112.1

[Contracts](#)

4112.2

[Certification](#)

4112.2	<a href="#">Certification</a>
4112.21	<a href="#">Interns</a>
4112.21	<a href="#">Interns</a>
4112.22	<a href="#">Staff Teaching English Learners</a>
4112.23	<a href="#">Special Education Staff</a>
4112.8	<a href="#">Employment Of Relatives</a>
4113.5	<a href="#">Working Remotely</a>
4114	<a href="#">Transfers</a>
4115	<a href="#">Evaluation/Supervision</a>
4115	<a href="#">Evaluation/Supervision</a>
4117.3	<a href="#">Personnel Reduction</a>
4121	<a href="#">Temporary/Substitute Personnel</a>
4121	<a href="#">Temporary/Substitute Personnel</a>
4131	<a href="#">Staff Development</a>
4131.1	<a href="#">Teacher Support And Guidance</a>
4131.1	<a href="#">Teacher Support And Guidance</a>
4140	<a href="#">Bargaining Units</a>
4141	<a href="#">Collective Bargaining Agreement</a>
4141.6	<a href="#">Concerted Action/Work Stoppage</a>
4141.6	<a href="#">Concerted Action/Work Stoppage</a>
4211	<a href="#">Recruitment And Selection</a>
4212.8	<a href="#">Employment Of Relatives</a>
4213.5	<a href="#">Working Remotely</a>
4240	<a href="#">Bargaining Units</a>
4241	<a href="#">Collective Bargaining Agreement</a>
4241.6	<a href="#">Concerted Action/Work Stoppage</a>
4241.6	<a href="#">Concerted Action/Work Stoppage</a>
4311	<a href="#">Recruitment And Selection</a>
4312.8	<a href="#">Employment Of Relatives</a>
4313.5	<a href="#">Working Remotely</a>
4331	<a href="#">Staff Development</a>
4340	<a href="#">Bargaining Units</a>
6000	<a href="#">Concepts And Roles</a>

6117	<a href="#"><u>Year-Round Schedules</u></a>
6141.4	<a href="#"><u>International Baccalaureate Program</u></a>
6141.5	<a href="#"><u>Advanced Placement</u></a>
6142.7	<a href="#"><u>Physical Education And Activity</u></a>
6142.7	<a href="#"><u>Physical Education And Activity</u></a>
6162.51	<a href="#"><u>State Academic Achievement Tests</u></a>
6162.51	<a href="#"><u>State Academic Achievement Tests</u></a>
6163.1	<a href="#"><u>Library Media Centers</u></a>
6171	<a href="#"><u>Title I Programs</u></a>
6171	<a href="#"><u>Title I Programs</u></a>
6176	<a href="#"><u>Weekend/Saturday Classes</u></a>
6181	<a href="#"><u>Alternative Schools/Programs Of Choice</u></a>
6181	<a href="#"><u>Alternative Schools/Programs Of Choice</u></a>
6183	<a href="#"><u>Home And Hospital Instruction</u></a>