

Board Policy & School Plan for LOA Assignment Option Ed Code 44258.3:

32188 – Local Teacher Assignment Option (Ed Code 44258.3) Policy

The Governing Board establishes this policy to authorize the use of Local Assignment Options (LAO) as permitted by law. Education Code (EC) § 44258.3 allows local educational agencies to assign credentialed (non-emergency) teachers to teach departmentalized classes in grades K–12, regardless of the specific subject authorization listed on their credential, provided that the teacher consents to the assignment and subject matter competence is verified in accordance with this board policy and attached school plan.

The Board delegates final authority to approve individual LAO assignments to the school's Credential Analyst or designee, contingent upon verification of all legal requirements.

Board Action Item:

32188 – Local Teacher Assignment Option (Ed Code 44258.3) Policy- 1st Read

Recommendation:

Staff recommends that the Board of Trustees approve the first reading of Policy 32188 – Local Teacher Assignment Option (Ed Code 44258.3). Staff recommends the Board approve and adopt the policy as presented.

Summary:

This policy establishes the School Plan (Attachment A) for implementing Local Assignment Options in accordance with Education Code and Title 5 requirements. Adoption of this policy will ensure timely placement of qualified teachers while maintaining compliance with all applicable credentialing laws and regulations.

Links:

School Plan: [School Plan: Process to Provide Greater Flexibility in Local Teacher Assignments in Grades K-12 pursuant to CA EC 44258.3.docx](#)

Executive Summary: [Executive Summary- Board Policy & School Plan for Implementing a Process for Local Teacher Assignments in Grades K–12 pursuant to California Education Code 44258.3.docx](#)

Attachment A: School Plan

Local Educational Agency Plan: Education Code §44258.3

Purpose: It is the intent of OCSA/California School of the Arts - SGV to facilitate the assignment of teachers in accordance with EC §44258.3 when they consent to such assignments and when it has been verified that they are qualified for the requested assignment(s).

The following procedures are intended to provide for the implementation of Policy 32188 – Local Teacher Assignment Option (Ed Code 44258.3)

1. Site Administrator identifies a subject-matter assignment needed at a local school site.
2. Site Administrator determines whether any existing staff have the appropriate credential and are interested in the assignment or whether EC §44258.3 should be used.
3. Site Administrator identifies a consenting teacher for possible assignment pursuant to EC §44258.3 or a teacher may request to fill the assignment.
4. Teacher submits a petition form to teach in the position. The petition denotes criteria upon which petition is based, teacher consent, site administrator's recommendation of assignment, and that the assignment is for one year and may be extended for additional time if the teacher and LEA consents.
5. A review panel, selected by the LEA, will consist of site administrators, teachers, and district level administrators. This Assignment Review Panel conducts, prior to the beginning of the assignment, an assessment in accordance with EC §44258.3. This assessment must determine evidence of the candidate's knowledge of the subject matter to be taught and at the grade level to be taught.

One or more of the following criteria may be used in the review:

- a. Successful prior teaching experience of the subject
- b. Successful completion of intensive professional development in the subject to be taught
- c. Review of portfolio containing evidence of demonstrated knowledge
- d. Results of oral interviews
- e. Practical experience
- f. Passage of an examination that is valid for the subject and grade level
- g. Observation over time of the teacher in the subject in the grade level currently being taught
- h. Observation of a demonstration lesson in the subject and at the grade level to be taught
- i. Professional Growth Plan - The petitioning teacher and administrator have come to mutual agreement that a professional growth plan is necessary for the teacher to serve in the position
- j. Successful completion of college or university course work in the subject to be taught
- k. Successful prior work experience in the content area



6. The Assignment Review Panel makes a final disposition on whether to recommend that a teacher be assigned under EC §44258.3. The panel may arrive at any one of three conclusions:

- They may approve the petition with 'clear' verification, authorizing the individual to teach the subject(s) requested without any conditions.
- They may approve the petition with a professional growth/support plan identifying areas of subject-matter knowledge in need of enhancement and stipulating requirements to be met as a condition of teaching the requested subject(s).
- They may disapprove the petition.

7. The Assignment Review Panel informs the Site Administrator of the results of the review.

Note:

- For assignments under EC §44258.3, the principal of the school, or other appropriate administrator, shall notify the exclusive representative of the certificated employees for that school district, as provided under Chapter 10.7 (commencing with Section 3540) of Division 4 of Title 1 of the Government Code, of each instance in which a teacher is assigned to teach classes pursuant to the section.
- Teaching assignments made pursuant to EC §44258.3 must be included in the annual report to the Commission on Teacher Credentialing as required by EC §44258.9 during the year the school district is monitored by the county office of education.
- The school district is also responsible for reporting to their county office of education during assignment monitoring activities instances when this assignment option is used. This reporting would most likely occur during the assignment monitoring activities in accordance with EC §44258.9. A school district may forward a copy of their board-approved policies that may assist the county office of education during the monitoring process.



Attachment B - Teacher Petition:

OCSA/California School of the Arts - San Gabriel Valley
Petition to Teach Departmentalized Subjects Under EC §44258.3

This form is to be used by a credentialed teacher and a site administrator to request verification of adequate knowledge to teach specified subjects in a departmentalized setting in kindergarten or any of grades 1 through 12 in accordance with EC §44258.3.

Teacher: _____ SSN: _____
School: _____
Subject(s) being requested: _____

_____ Initial Request

_____ Subsequent Request

Briefly describe why you feel you have adequate subject-matter knowledge to teach the requested subject(s).

Check the additional criteria upon which this petition is based. Attach appropriate evidence for each criterion checked.

- _____ College/university course work
- _____ Relevant on-the-job experience or previous teaching in the subject area
- _____ Relevant volunteer experience
- _____ Subject-matter examination
- _____ Demonstrated competency in the subject to be taught
- _____ Portfolio related to subject(s)
- _____ Relevant professional growth activities
- _____ Recommendations from other subject-matter specialists or experts
- _____ Other (specify) _____



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Describe any other circumstances or criteria to be considered regarding this petition. Attach any documentation that helps to substantiate this information.

If approved, I consent to the assignment under EC §44258.3.

Teacher's Signature

Date

If approved, the teacher will be assigned to teach the subject area(s) requested on the front page of this form.

Administrator's Signature

Date



Attachment C - Assignment Review Panel Assessment Form:

OCSA/California School of the Arts - San Gabriel Valley
Assessment of Adequacy of Subject-Matter Knowledge

This form is to be used in assessing the adequacy of subject-matter knowledge of the subject(s) a teacher is petitioning to teach in a departmentalized setting, in any of grades 1 through 12, in accordance with EC §44258.3.

Teacher: _____ SSN: _____

Subject(s) being requested: _____

Assessment Team Leader: _____

Assessment Team Members: _____

Subject-Matter Specialist on Team/Consulted: _____

The assessment of the petitioner's adequacy of knowledge of the subject-matter and appropriate state framework for the subject(s) being requested yielded the following:

Course of Study:

State Framework(s):



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The following methods were used to determine the adequacy of subject-matter knowledge of the petitioning teacher:

- Successful prior teaching of the subject
- Successful completion of intensive professional development in the subject
- Review of a portfolio containing evidence of demonstrated knowledge
- Results of a semi-structured interview
- Successful completion of college or university course work in the subject
- Passage of an examination related to the course, grade level and state framework for the subject to be taught
- Observation of the teacher in the subject and grade level currently being taught
- Observation of a demonstration lesson in the subject to be taught at the grade level to be taught
- Successful prior work experience in the content area
- Proof of professional performance in the content area
- Other (specify) _____

Based upon the assessments indicated, we recommend the following action:

- APPROVAL** of the petition based upon verification of adequate knowledge at a level justifying:
 - Clear verification
 - Approval with professional growth/support plan
- DISAPPROVAL** of the petition

The panel recommends that the following elements be included in the professional growth/support plan:

Assessment Team Leader's Signature

Date