



# Santa Ana Unified School District

BOARD POLICY NO: 4112.2

SUBJECT: **Certification**

EFFECTIVE: 3/14/2017

CATEGORY: Personnel

REVIEWED: 2/15/2017

RESPONSIBLE OFFICE(S): Human Resources Department

## **SCOPE:**

The Board recognizes its primary responsibility is to comply with applicable State and federal laws.

## **POLICY:**

The Governing Board recognizes that the district's ability to provide a high-quality educational program is dependent upon the employment of certificated staff who are adequately prepared and have demonstrated proficiency in basic skills and in the subject matter to be taught. The Superintendent or designee shall ensure that persons employed to fill positions requiring certification qualifications possess the appropriate credential, permit, or other certification document from the Commission on Teacher Credentialing (CTC) and fulfill any additional state, federal, or district requirements for the position.

- (cf. 4111/4211/4311 - Recruitment and Selection)
- (cf. 4112.21 - Interns)
- (cf. 4112.22 - Staff Teaching English Language Learners)
- (cf. 4112.23 - Special Education Staff)
- (cf. 4112.5/4212.5/4312.5 - Criminal Record Check)
- (cf. 4113 - Assignment)
- (cf. 4121 - Temporary/Substitute Personnel)
- (cf. 5148 - Child Care and Development)
- (cf. 6178 - Career Technical Education)
- (cf. 6200 - Adult Education)

The Superintendent or designee shall provide assistance and support to teachers holding preliminary credentials to enable them to meet the qualifications required for the clear credential.

- (cf. 4131 - Staff Development)
- (cf. 4131.1 - Teacher Support and Guidance)

### **Priorities for Hiring Based on Unavailability of Credentialed Teacher**

The Superintendent or designee shall make reasonable efforts to recruit a fully prepared teacher for each assignment. Whenever a teacher with a clear or preliminary credential is not available, the Superintendent or designee shall make reasonable efforts to recruit an individual for the assignment in the following order: (Education Code 44225.7)



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1. A candidate who enrolls in an approved intern program in the region of the district and possesses an intern credential
2. A candidate who is scheduled to complete preliminary credential requirements within six months and who holds a provisional internship permit (PIP) or short-term staff permit issued by the CTC

The Board shall approve, as an action item at a public Board meeting, a notice of its intent to employ a PIP applicant for a specific position. (5 CCR 80021.1)

3. An individual who holds an emergency permit or for whom a credential waiver has been granted by the CTC

Prior to requesting that the CTC issue an emergency permit pursuant to item #3 above or a limited assignment permit which allows a fully credentialed teacher to teach outside of his/her area of certification while working toward an added or supplementary authorization, the Board shall annually approve a Declaration of Need for Fully Qualified Educators. The Declaration of Need shall be approved by the Board as an action item at a regularly scheduled public Board meeting, with the entire Declaration of Need being included in the Board agenda. (Education Code 44225, 44225.7; 5 CCR 80023.2, 80026, 80027, 80027.1)

The Declaration of Need shall certify that there is an insufficient number of certificated persons who meet the district's specified employment criteria for the position(s) and that the district has made reasonable efforts to recruit individuals who meet the qualifications specified in items #1-2 above. The Declaration of Need shall also indicate the number and type of emergency permits that the district estimates it will need during the valid period of the Declaration of Need, based on the previous year's actual needs and projections of enrollment. Whenever the actual number of permits needed exceeds the estimate by 10 percent, the Board shall revise and resubmit the Declaration of Need. (5 CCR 80026)

Whenever it is necessary to employ noncredentialed teachers to fill a position requiring certification qualifications, the Superintendent or designee shall provide support and guidance in accordance with law to ensure the quality of the instructional program.

National Board for Professional Teaching Standards Certification

The Board encourages district teachers to voluntarily complete the requirements for the advanced certification awarded by the National Board for Professional Teaching Standards.



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The Superintendent or designee shall inform all teachers about the program and how to acquire the necessary application and information materials. In accordance with the collective bargaining agreement and the district budget, the Superintendent or designee may provide release time, fee support, a stipend upon completion, or other support to teachers participating in the program.

(cf. 4161.3 - Professional Leaves)

## Parental Notifications

At the beginning of each school year, the Superintendent or designee shall notify the parents/guardians of each student attending a school receiving Title I funds that they may request information regarding the professional qualifications of their child's classroom teacher including, but not limited to, whether the teacher: (20 USC 6312)

1. Has met state qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction
2. Is teaching under emergency or other provisional status through which state qualification or licensing criteria have been waived
3. Is teaching in the field of discipline of his/her certification

(cf. 5145.6 - Parental Notifications)

In addition, the Superintendent or designee shall notify parents/guardians in a timely manner whenever their child has been assigned, or has been taught for four or more consecutive weeks by, a teacher who does not meet applicable state certification or licensure requirements at the grade level and subject area to which the teacher has been assigned. (20 USC 6312)



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## **IMPLEMENTATION GUIDELINES AND ASSOCIATED DOCUMENTS:**

### **Legal Reference:**

#### EDUCATION CODE

8360-8370	Qualifications for child care personnel
32340-32341	Unlawful issuance of a credential
35186	Complaints regarding teacher vacancy or misassignment
44066	Limitations on certification requirements
44200-44399.1	Teacher credentialing, especially:
44250-44277	Credential types; minimum requirements
44300-44302	Emergency permit
44325-44328	District interns
44330-44355	Certificates and credentials
44330-44355	Certificates and credentials
44420-44440	Revocation and suspension of credentials
44450-44468	University intern program
44830-44929	Employment of certificated persons; requirement of proficiency in basic skills
56060-56063	Substitute teachers in special education

#### CODE OF REGULATIONS, TITLE 5

80001-80674.6 Commission on Teacher Credentialing

#### CODE OF FEDERAL REGULATIONS, TITLE 34

200.61 Parent notification regarding teacher qualifications

#### COURT DECISIONS

Association of Mexican-American Educators, et. Al. v. State of California and the Commission on Teacher Credentialing, (1993) 836 F. Supp. 1534



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Management Resources:

COMMISSION ON TEACHER CREDENTIALING PUBLICATIONS

CL-667 Basic Skills Requirement

CL-856 Provisional Internship Permit

CL 858 Short-Term Staff Permit

13-01 Hiring Hierarchy in Education Code 44225.7, Coded Correspondence, January 30, 2013

Subject Matter Authorization Guideline Book, 2012

Supplementary Authorization Guideline Book, 2012

California Standards for the Teaching Profession, 2009

The Administrator's Assignment Manual, rev. September 2007

## WEB SITES:

CSBA: <http://www.csba.org>

Commission on Teacher Credentialing: <http://www.ctc.ca.gov>

Commission on Teacher Credentialing, Credential Information Guide (for employers' use only):

<http://www.ctc.ca.gov/credentials/cig>

National Board for Professional Teaching Standards: <http://www.nbpts.org>

U.S. Department of Education: <http://www.ed.gov>

## DESIRED OUTCOME:

Through this policy, the District shall comply with applicable State and federal laws.

Adopted: (10/96) 10/05

Santa Ana, CA