

Personnel

CERTIFICATION

BP 4112.2

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.

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.

Priorities for Hiring Based on Unavailability of Credentialed Teacher

The Superintendent or designee shall make reasonable efforts to recruit a fully prepared teacher who is authorized in the subject or setting for each assignment or, when necessary, a fully prepared teacher serving on a local assignment option. 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)

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 is granted a provisional internship permit (PIP) or short-term staff permit issued by the CTC

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

3. An individual who has been granted a credential waiver by the CTC

Prior to requesting that the CTC issue an emergency permit or a limited assignment permit, 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 open Board meeting, with the

Personnel

CERTIFICATION

BP 4112.2

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 Superintendent or designee **may** promote a career continuum that includes participation of district teachers in professional learning that supports their completion of advanced certification awarded by the National Board for Professional Teaching Standards (NBPTS). The Superintendent or designee may coordinate a cohort of teachers through school or district programs or other available networks.

With Board approval and funding, and consistent with the collective bargaining agreement and applicable law, the Superintendent may provide an incentive program for teacher participation in NBPTS certification, which may include:

1. Defraying, subsidizing, or reimbursing the registration, certification, or maintenance fees for NBPTS certification
2. Providing bonuses, step increases, or differential pay for teachers who maintain their certification and continue to teach in the district, with priority given to teachers at Title I schools and schools serving a majority of low-income students

Personnel

CERTIFICATION

BP 4112.2

3. Providing substitute teachers to provide release time for participating teachers
4. Providing stipends for teacher participation that match other professional development stipends
5. Compensating mentor teachers who support other teachers' professional learning aligned to NBPTS standards

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 the teacher's certification

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)

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.

State	Description
5 CCR 80001-80674.6	<u>Commission on Teacher Credentialing</u>
Ed. Code 32340-32341	<u>Unlawful issuance of a credential</u>

Personnel

CERTIFICATION

BP 4112.2

State	Description
<i>Ed. Code 35186</i>	<u>Complaints regarding teacher vacancy or misassignment</u>
<i>Ed. Code 44066</i>	<u>Limitations on certification requirements</u>
<i>Ed. Code 44200-44399.1</i>	<u>Teacher credentialing</u>
<i>Ed. Code 44250-44277</i>	<u>Credentials and assignment of teachers</u>
<i>Ed. Code 44300-44302</i>	<u>Emergency permit</u>
<i>Ed. Code 44325-44328</i>	<u>District interns</u>
<i>Ed. Code 44330-44355</i>	<u>Certificates and credentials</u>
<i>Ed. Code 44420-44440</i>	<u>Revocation and suspension of credentials</u>
<i>Ed. Code 44450-44468</i>	<u>University intern program</u>
<i>Ed. Code 44830-44929</i>	<u>Employment of certificated persons; requirement of proficiency in basic skills</u>
<i>Ed. Code 56060-56063</i>	<u>Substitute teachers in special education</u>
<i>Ed. Code 8360-8370</i>	<u>Qualifications of child care personnel</u>

Federal

Description

<i>20 USC 6312</i>	<u>Title I local educational agency plans; notifications regarding teacher qualifications</u>
<i>34 CFR 200.48</i>	<u>Parent notification regarding teacher qualifications</u>

Management Resources

Description

<i>Commission on Teacher Credentialing Publication</i>	<u>Waiver Requests Guidebook, 2015</u>
<i>Commission on Teacher Credentialing Publication</i>	<u>Credential Information Guide</u>
<i>Commission on Teacher Credentialing Publication</i>	<u>Hiring Hierarchy in Education Code 44225.7, Coded Correspondence 13-01, January 30, 2013</u>

Personnel

CERTIFICATION

BP 4112.2

Management Resources	Description
Commission on Teacher Credentialing Publication	<u>Approved Add. and Amendments to Title 5 of the CCR Pertaining to Teaching Permit for Statutory Leave (TPSL), Coded Correspondence 16-10, Aug 23, 2016</u>
Commission on Teacher Credentialing Publication	<u>California Standards for the Teaching Profession, 2009</u>
Commission on Teacher Credentialing Publication	<u>CL-667 Basic Skills Requirement</u>
Commission on Teacher Credentialing Publication	<u>CL-856 Provisional Internship Permit</u>
Commission on Teacher Credentialing Publication	<u>CL-858 Short-Term Staff Permit</u>
Commission on Teacher Credentialing Publication	<u>Subject Matter Authorization Guideline Book, 2012</u>
Commission on Teacher Credentialing Publication	<u>Supplementary Authorization Guideline Book, 2012</u>
Commission on Teacher Credentialing Publication	<u>The Administrator's Assignment Manual. rev. September 2007</u>
Court Decision	<u>Association of Mexican-American Educators et al. v. State of California and the Commission on Teacher Credentialing, (1993) 836 F.Supp. 1534</u>
Nat'l Board for Prof. Teaching Stds. Publication	<u>Considerations for Using Federal Funds to Support National Board Certification, 2018</u>
Website	<u>National Board Resource Center</u>
Website	<u>National Board for Professional Teaching Standards</u>
Website	<u>Commission on Teacher Credentialing</u>
Website	<u>Commission on Teacher Credentialing, Credential Information Guide (for employers' use only)</u>
Website	<u>CSBA</u>

Personnel

CERTIFICATION

BP 4112.2

Management Resources	Description
Website	<u>U.S. Department of Education</u>
Cross References	
Policy	Description
0460	<u>Local Control And Accountability Plan</u>
0460	<u>Local Control And Accountability Plan</u>
1312.4	<u>Williams Uniform Complaint Procedures</u>
1312.4-E(1)	<u>Williams Uniform Complaint Procedures</u>
1312.4-E(2)	<u>Williams Uniform Complaint Procedures</u>
3580	<u>District Records</u>
3580	<u>District Records</u>
4111	<u>Recruitment And Selection</u>
4112	<u>Appointment And Conditions Of Employment</u>
4112.21	<u>Interns</u>
4112.21	<u>Interns</u>
4112.22	<u>Staff Teaching English Learners</u>
4112.5	<u>Criminal Record Check</u>
4112.5-E(1)	<u>Criminal Record Check</u>
4112.6	<u>Personnel Files</u>
4113	<u>Assignment</u>
4113	<u>Assignment</u>
4114	<u>Transfers</u>
4117.14	<u>Postretirement Employment</u>
4117.3	<u>Personnel Reduction</u>
4119.21	<u>Professional Standards</u>

Personnel

CERTIFICATION

BP 4112.2

Policy	Description
4119.21-E(1)	<u>Professional Standards</u>
4121	<u>Temporary/ Substitute Personnel</u>
4121	<u>Temporary/ Substitute Personnel</u>
4131	<u>Staff Development</u>
4131.1	<u>Teacher Support And Guidance</u>
4131.1	<u>Teacher Support And Guidance</u>
4161.1	<u>Personal Illness/Injury Leave</u>
4161.11	<u>Industrial Accident/ Illness Leave</u>
4161.3	<u>Professional Leaves</u>
4161.8	<u>Family Care And Medical Leave</u>
4211	<u>Recruitment And Selection</u>
4212.5	<u>Criminal Record Check</u>
4212.5-E(1)	<u>Criminal Record Check</u>
4212.6	<u>Personnel Files</u>
4219.21	<u>Professional Standards</u>
4219.21-E(1)	<u>Professional Standards</u>
4222	<u>Teacher Aides/ Paraprofessionals</u>
4222	<u>Teacher Aides/ Paraprofessionals</u>
4261.11	<u>Industrial Accident/ Illness Leave</u>
4261.8	<u>Family Care And Medical Leave</u>
4311	<u>Recruitment And Selection</u>
4312.5	<u>Criminal Record Check</u>
4312.5-E(1)	<u>Criminal Record Check</u>
4312.6	<u>Personnel Files</u>
4317.14	<u>Postretirement Employment</u>
4319.21	<u>Professional Standards</u>
4319.21-E(1)	<u>Professional Standards</u>

Personnel

CERTIFICATION

BP 4112.2

Policy	Description
4361.1	<u>Personal Illness/Injury Leave</u>
4361.11	<u>Industrial Accident/Illness Leave</u>
4361.8	<u>Family Care And Medical Leave</u>
5145.6	<u>Parental Notifications</u>
5145.6-E(1)	<u>Parental Notifications</u>
5148	<u>Child Care And Development</u>
5148	<u>Child Care And Development</u>
6142.7	<u>Physical Education And Activity</u>
6142.7	<u>Physical Education And Activity</u>
6146.1	<u>High School Graduation Requirements</u>
6146.1	<u>High School Graduation Requirements</u>
6146.2	<u>Certificate Of Proficiency/ High School Equivalency</u>
6146.2	<u>Certificate Of Proficiency/ High School Equivalency</u>
6146.2-E(1)	<u>Certificate Of Proficiency/ High School Equivalency</u>
6158	<u>Independent Study</u>
6158	<u>Independent Study</u>
6162.51	<u>State Academic Achievement Tests</u>
6162.51	<u>State Academic Achievement Tests</u>
6163.1	<u>Library Media Centers</u>
6164.2	<u>Guidance/ Counseling Services</u>
6170.1	<u>Transitional Kindergarten</u>
6172	<u>Gifted And Talented Student Program</u>
6172	<u>Gifted And Talented Student Program</u>

Personnel

CERTIFICATION

BP 4112.2

Policy	Description
6178	<u>Career Technical Education</u>
6178	<u>Career Technical Education</u>
6178.1	<u>Work-Based Learning</u>
6178.1	<u>Work-Based Learning</u>
6183	<u>Home And Hospital Instruction</u>
6200	<u>Adult Education</u>
6200	<u>Adult Education</u>

Policy

Adopted: September 26, 1995

Revised: 8/28/12; 11/20/14; 9/22/16; 10/27/22

PASADENA UNIFIED SCHOOL DISTRICT

Pasadena, California