

ASSIGNMENT

In order to serve the best interests of students and the educational program, the Superintendent or designee shall assign certificated personnel to positions for which their preparation, certification, experience and aptitude qualify them.

Teachers may be assigned to any school within the district in accordance with the collective bargaining agreement.

The principal is responsible each year for developing and recommending to the Superintendent a master schedule. Teachers will be assigned on the basis of the following criteria, which are listed in order of priority:

1. To meet the needs of the instructional program as determined by the principal.
2. Qualifications of the staff member.
3. Desire of staff member regarding the assignment.

Teachers shall be given written notice of their schedules prior to the opening of school in the fall.

Teachers will be assigned to five teaching periods and one conference period.

Teachers may be assigned outside the scope of their certificates or fields of study only as allowed by law and when so required in order to meet the needs of the educational program.

The Superintendent or designee may assign holders of a credential other than an emergency permit, with their consent, to teach subjects outside their credential authorization in departmentalized classes, pursuant to Education Code 44258.3.

The Superintendent or designee shall develop procedures which the Governing Board shall use to verify the subject matter knowledge of the teacher before any such assignment is made. These procedures shall be developed with the assistance of subject matter specialists and shall be submitted to the Board for approval.

The Superintendent or designee shall periodically report to the Board on the legality of teacher assignments.

COMMITTEE ON ASSIGNMENTS

The Superintendent or designee shall establish a Committee on Assignments which may grant approval for the voluntary assignment of full-time teachers to teach an elective course outside their credential authorization in an area for which they have special skills or preparation.

LEGAL REFERENCE**EDUCATION CODE**

35035 Additional powers and duties of superintendent
44256-44265.5 Credentials and assignments of teachers
44955 Reduction in number of employees

GOVERNMENT CODE

3543.2 Scope of representation(re: transfer/reassignment)