

SAN MATEO UNION HIGH SCHOOL DISTRICT

DISTRICT PLAN FOR COMMITTEE ON ASSIGNMENTS

PURPOSE: A district may establish a Committee on Assignments as outlined in EC 44258.7(d) to review and approve initial assignments of teachers who have special skills and preparation outside of their credential authorization. To provide Adult Education/Designated Subjects Credential holders that do not have an English as a Second Language subject authorization, with an option to teach ESL while they take the required coursework to qualify for the authorization.

1. This is to certify the establishment of our District Committee on Assignments in accordance with provisions of EC 44258.7(d).

Signature of Superintendent

Signature of President or Chairperson of
of District Board of Trustees

Effective date of establishment of Committee on Assignments: _____

District administrative contact person relative to the Committee on Assignments:

Name: Tim Doyle Phone: (650) 558-2103
Title: Director – Adult School

2. Procedures for selection of the committee membership in accordance with EC 44258.7(d):
 - a) One teacher committee member was selected by the Adult School Federation of Teachers (AFT)
 - b) One administrator committee member was selected by fellow administrators and Superintendent

3. Term of office for Committee on Assignments members.

<u>Teacher Representative</u>	<u>Date</u>	<u>Length of Term</u>
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_____	_____	2019-2020
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<u>Administrator Representative</u>	<u>Date</u>	<u>Length of Term</u>
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Tim Doyle, Director of Adult Education	_____	2019-2020
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4. Criteria for determining teachers' qualifications for assignments pursuant to EC 44258.7 (c-d)
 - a) College coursework and/or certificate of competence; or
 - b) Relevant practical on-the-job experience; or
 - c) Relevant/related experience in subject area; or
 - d) Relevant professional growth activities/experience; or
 - e) Other relevant experience or training

- (d) Assignments approved by the committee on assignments shall be for a maximum of one school year, but may be extended by action of the committee upon application by the school site administrator and the affected teacher. All initial assignments or extensions shall be approved prior to the assignment or extension. Districts making assignments under this subdivision shall submit a plan to the county superintendent of schools which shall include, but need not be limited to, the following:
 - (1) Statements signed by the district superintendent and the president or chairperson of the district governing board, approving the establishment of the committee.
 - (2) Procedures for selection of the committee membership.
 - (3) Terms of office for committee members.
 - (4) Criteria for determining teachers' qualifications for these assignments
- (e) The Commission on Teacher Credentialing may develop and recommend general criteria that may be used by local committees on assignment in assessing a candidate's qualifications.