

**San Mateo Foster City School District**  
**Human Resources Department**  
**“Skipping” and “Tie-breaking” Criteria for Layoff**  
**February 21, 2019**

**“Skipping” Criteria for Hard to Fill Positions:**

The District must identify hard-to-fill positions and positions requiring special authorization, so that these programs can be preserved in the event of a layoff. The following is a list of hard-to-fill positions and positions requiring special authorization throughout the District or at specific school sites.

- Special Education Teachers Currently Teaching in Special Day Classes
- Speech and Language Pathologists Currently Providing Speech and Language Services
- Spanish Bilingual Psychologist Currently Assessing Students in Spanish
- Single Subject Teachers Currently Teaching Math or Science at a Middle School Site
- Bilingual Teachers Currently Teaching in Designated Bilingual Programs at Fiesta Gardens Spanish Immersion or College Park Mandarin Immersion
- Montessori Teachers Currently Teaching in the Montessori Program at Parkside or North Shoreview with a Montessori Certificate
- International Baccalaureate Teachers Currently Teaching in the International Baccalaureate Program at Sunnybrae or Borel with a Level 2 International Baccalaureate Certificate
- STEM Teachers at the Bayside STEM Academy with 20 Hours of D School Training from Stanford University

**“Tie-breaking” Criteria for Ranking Employees with the Same Date of Hire:**

1. Credentialing – including but not limited to:
  - a. CLAD and/or BCLAD Authorization or CTEL Authorization
  - b. Number of clear credentials
  - c. Number of preliminary credentials
  - d. Number of specialized credentials
  - e. Number of supplemental authorizations
  - f. Montessori Certificate
  - g. International Baccalaureate Training
  - h. STEM Training with the D School at Stanford
2. Experience - including but not limited to:
  - a. Total years of certificated teaching in Public Schools
  - b. Total years of certificated teaching in the District
  - c. Experience to provide a variety of certificated services at various levels
  - d. Experience in a particular subject area or field of education
3. Education - including but not limited to:
  - a. College majors and minors
  - b. Advanced Degrees
  - c. Coursework and/or professional development completed prior to employment
  - d. Coursework and/or professional development completed since employment

4. District Need - including but not limited to:
  - a. Identified hard-to-fill positions including special day class teachers, speech and language pathologists, bilingual psychologists, single subject mathematics teachers, single subject science teachers, bilingual immersion teachers, Montessori trained teachers, IB trained teachers, STEM D School trained teachers.
  - b. Specific job-related skills necessary for the performance of duties within an assignment.

**Other District Considerations:**

1. Probationary 0 teachers in hard-to-recruit areas will be considered for their experience.
2. The District will preserve the position of probationary teachers who have made substantial movement toward acquiring their credentials and/or who have experience beyond teachers with a more senior hire date. While Education Code states a more senior teacher cannot be released with the same qualifications, the District will consider the District need for experience teaching specific courses and education in the course content.
3. In the event that a permanent Administrator is more qualified than a Probationary teacher, the Education Code also mandates that a displaced permanent administrator be retained before a probationary employee.