

## **Ocean Charter School Teacher Assignment Policy**

### **I. Purpose and Scope**

Ocean Charter School's ("OCS") governing board ("Board") adopts this Teacher Assignment Policy ("Policy") to authorize OCS to assign credentialed teachers to course assignments for which their preparation, professional experience, and aptitude qualify them to teach for the benefit of OCS, staff, and students.

This Policy sets forth OCS's procedures for assignment of teachers to departmentalized classes outside of their credential authorization, as well as assignment of teachers to elective courses outside of their credential authorization in accordance with California Education Code §§ 44258.3 and 44258.7.

### **II. Teacher Assignments to Departmentalized Classes (Ed. Code § 44258.3)**

A holder of a teaching credential, other than an emergency permit, may be assigned to teach departmentalized classes regardless of the designation on the holder's teaching credential, provided that the teacher consents to the assignment and the teacher's subject matter knowledge is verified prior to the assignment consistent with this Policy.

#### Procedures for Teacher Assignments Under Ed. Code § 44258.3

OCS will implement the following procedures for teacher assignments:

1. The Executive Director ("OCS Official") or designee will determine whether there is a need for reassignment to teach a subject in a departmentalized class.
2. The OCS Official or designee will identify a teacher who has knowledge of the subject matter and who wishes to take the teaching assignment. The OCS Official or designee will obtain the candidate teacher's written consent to the assignment. Teachers may also request to fill an assignment once the need to fill the assignment has been established by the OCS Official or designee.
3. The Subject Matter Specialist, in collaboration with the OCS Official or designee, and other individuals as deemed appropriate, will conduct a subject-matter assessment to determine whether the teacher candidate has subject matter competence for the subject to be taught and the teacher's ability to teach the appropriate content to the age group of the specific assignment.

Subject matter competence may be assessed using any one or more of the following methods:

- Observation by the Subject Matter Specialist
- Oral interviews
- Demonstration lessons
- Presentation of curricular portfolios
- Written examinations

Subject matter competence may be assessed using any of the following criteria, which are non-exhaustive:

- Successful prior teaching experience in the subject to be taught
  - Successful completion of intensive professional development in the subject to be taught
  - Review of portfolio containing evidence of demonstrated knowledge
  - Results of oral interviews
  - Practical experience
  - Passage of an examination that is valid for the subject and grade level
  - Observation over time of the teacher in the subject and in the grade level currently being taught
  - Observation of a demonstration lesson in the subject and at relevant grade level
  - Completion of relevant college or university course work
4. For purposes of this Policy, “Subject Matter Specialists” are mentor teachers, curriculum specialists, resource teachers, classroom teachers certified to teach a subject, staff to regional subject matter projects or curriculum institutes, or college faculty.
  5. If the Subject Matter Specialist approves the assignment, they shall inform the OCS Official to seek approval from the Board of Directors for the assignment. If the OCS Official or designee approves the assignment, the OCS Official or designee shall obtain the candidate’s written consent to the assignment. Alternatively, the OCS Official may serve as the Subject Matter Specialist if the OCS Official meets the definition of “Subject Matter Specialist” above.
  6. Afterwards, OCS Official or designee will seek approval from the Board of Directors for the assignment consistent with this Policy.

### **III. Teacher Assignments to Elective Courses (Ed. Code § 44258.7)**

A full-time teacher who has special skills and preparation outside their credential authorization may be assigned to teach elective courses in the area of the special skills or preparation, provided that the teacher consents to the assignment and OCS’s Committee on Assignments approves the assignment, as explained below and consistent with OCS’s Plan for Committee on Assignments. “Elective course” for this purpose is a course that does not grant credit for English, Mathematics, Science, or Social Science.

The Committee on Assignments shall be responsible for reviewing and approving teacher assignments to elective courses consistent with the Plan for Committee on Assignments. The Committee on Assignments will consist of an equal number of teachers selected by teachers and school administrators selected by school administrators. Assignments approved by the Committee on Assignments may not exceed one school year unless it is extended by an action of the Committee on Assignments.