

The Board of Trustees recognizes that in order to maintain the highest professional standards and skills, certificated staff may need opportunities to teach in classes identified as an area of special skill/preparation outside of the specific credential authorization.

Accordingly, the Board authorizes the establishment of a Committee on Assignments at each school.

Board of Trustees  
September 12, 1991  
Reviewed: April, 1993  
Reviewed: September 14, 2000  
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The Board of Trustees authorizes the superintendent or his/her designee to establish a Committee on Assignments as defined in Section 44258.7(c)(d)(e) of the Education Code at each school site. The purpose of this committee is to approve or deny an applicant's request to teach up to two (2) periods each day in an assignment not specifically authorized on the applicant's credential. Application is limited to full time teachers with special skills and preparation outside of their credential authorization who gave their consent to accept the assignment recommended by the site administrator. Such assignments include up to one period of physical education for coaching and additional assignments in an "elective course." An "elective course" is a course other than English, mathematics, science, or social science. Approval by the local Committee on Assignments must be granted prior to the beginning of the semester.

- 1.0 The Committee on Assignments shall be established in the following manner:
  - 1.1 Two (2) full time/teaching staff members selected by teachers.
  - 1.2 Two (2) full time/certificated administrators selected by superintendent.
- 2.0 Membership on the Committee on Assignments shall be limited to:
  - 2.1 Teachers - Selected to serve a term of one (1) year with the option of reelected by the teaching staff for one succeeding year.
  - 2.2 Administrators - Selected by the superintendent or his/her designee to serve on the site Committee on Assignments at the discretion of the superintendent.
  - 2.3 Criteria shall be established by the Committee to determine the qualifications of teachers for these assignments.
  - 2.4 Documentation will be maintained at each site which verifies an applicant's qualifications, consent, and the date and action of the committee assignments.

Board of Trustees  
September 12, 1991  
Reviewed: April, 1993  
Revised: September 28, 2000  
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