

CERTIFICATION

Monterey County Superintendent of Schools (County Superintendent) recognizes that the Monterey County Office of Education's (MCOE) ability to provide a high-quality educational program is dependent upon the employment of certificated staff who are adequately prepared and have demonstrated proficiency in basic skills and in the subject matter to be taught. The Chief Human Resources Officer or designee shall ensure that persons employed to fill positions requiring certification qualifications possess the appropriate credential, permit, or other certification document from the Commission on Teacher Credentialing (CTC) and fulfill any additional state, federal, or MCOE requirements for the position.

(cf. 4111/4211/4311 - Recruitment and Selection)
(cf. 4112.21 - Interns)
(cf. 4112.22 - Staff Teaching English Learners)
(cf. 4112.23 - Special Education Staff)
(cf. 4112.5/4212.5/4312.5 - Criminal Record Check)
(cf. 4113 - Assignment)
(cf. 4121 - Temporary/Substitute Personnel)
(cf. 5148 - Child Care and Development)
(cf. 6178 - Career Technical Education)
(cf. 6200 - Adult Education)

The County Superintendent or designee shall provide assistance and support to teachers holding preliminary credentials to enable them to meet the qualifications required for the clear credential.

(cf. 4131 - Staff Development)
(cf. 4131.1 - Teacher Support and Guidance)

Priorities for Hiring Based on Unavailability of Credentialed Teacher

The Chief Human Resources Officer shall make reasonable efforts to recruit a fully prepared teacher for each assignment. Whenever a teacher with a clear or preliminary credential is not available, the Chief Human Resources Officer shall make reasonable efforts to recruit an individual for the assignment in the following order: [Education Code (EC) 44225.7]

1. A candidate who enrolls in an approved intern program in the region of the MCOE and possesses an intern credential
2. A candidate who is scheduled to complete preliminary credential requirements within six months and who holds a provisional internship permit (PIP) or short-term staff permit issued by the CTC

The Monterey County Board of Education (County Board) shall approve, as an action item at a public County Board meeting, a notice of its intent to employ a PIP applicant for a specific position. [5 CCR 80021.1]

3. An individual who holds an emergency permit or for whom a credential waiver has been granted by the CTC

Prior to requesting that the CTC issue an emergency permit pursuant to item #3 above or a limited assignment permit which allows a fully credentialed teacher to teach outside of their area of certification while working toward an added or supplementary authorization, the County Board shall annually approve a Declaration of Need for Fully Qualified Educators. The Declaration of Need shall be approved by the County Board as an action item at a regularly scheduled public County Board meeting, with the entire Declaration of Need being included in the County Board agenda. [EC 44225, 44225.7; 5 CCR 80023.2, 80026, 80027, 80027.1]

The Declaration of Need shall certify that there is an insufficient number of certificated persons who meet the MCOE specified employment criteria for the position(s) and that the MCOE has made reasonable efforts to recruit individuals who meet the qualifications specified in items #1-2 above. The Declaration of Need shall also indicate the number and type of emergency permits that the MCOE estimates it will need during the valid period of the Declaration of Need, based on the previous year's actual needs and projections of enrollment. Whenever the actual number of permits needed exceeds the estimate by 10 percent, the County Board shall revise and resubmit the Declaration of Need. [5 CCR 80026]

Whenever it is necessary to employ non-credentialed teachers to fill a position requiring certification qualifications, the County Superintendent or designee shall provide support and guidance in accordance with law to ensure the quality of the instructional program.

Parental Notifications

At the beginning of each school year, the County Superintendent or designee shall notify the parents/guardians of each student attending a school receiving Title I funds that they may request information regarding the professional qualifications of their child's classroom teacher including, but not limited to, whether the teacher: [20 USC 6312]

1. Has met state qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction
2. Is teaching under emergency or other provisional status through which state qualification or licensing criteria have been waived

3. Is teaching in the field of discipline of their certification
(*cf. 5145.6 - Parental Notifications*)

In addition, the County Superintendent or designee shall notify parents/guardians in a timely manner whenever their child has been assigned, or has been taught for four or more consecutive weeks by, a teacher who does not meet applicable state certification or licensure requirements at the grade level and subject area to which the teacher has been assigned. [20 USC 6312]

Legal Reference:

EDUCATION CODE

- 8360-8370 Qualifications of child care personnel*
- 32340-32341 Unlawful issuance of a credential*
- 35186 Complaints regarding teacher vacancy or misassignment*
- 44066 Limitations on certification requirements*
- 44200-44399.1 Teacher credentialing, especially:*
- 44250-44277 Credential types; minimum requirements*
- 44300-44302 Emergency permit*
- 44325-44328 District interns*
- 44330-44355 Certificates and credentials*
- 44420-44440 Revocation and suspension of credentials*
- 44450-44468 University intern program*
- 44830-44929 Employment of certificated persons; requirement of proficiency in basic skills*
- 56060-56063 Substitute teachers in special education*

CODE OF REGULATIONS, TITLE 5

- 80001-80674.6 Commission on Teacher Credentialing*

UNITED STATES CODE, TITLE 20

- 6312 Title I local educational agency plans; notifications regarding teacher qualifications*

CODE OF FEDERAL REGULATIONS, TITLE 34

- 200.48 Parent notification regarding teacher qualifications*