

## OUTLINE OF PROCESS FOR THE WILLIAMS TEACHER ASSIGNMENT MONITORING

The Teacher Assignment Monitoring Process mandated by AB 3001/EC 44258.9 does not require the same timelines or classroom visitations as required for instructional materials and facilities. However, the classroom notices that are required to be posted at the school sites must contain a statement informing parents and guardians that there should be no teacher vacancies or misassignments, as defined in EC 35186(h)(2) and EC 35186(h)(3). EC 44258.9 requires county superintendents to annually monitor and review teacher assignments and teacher vacancies of schools in Deciles 1-3 on the API. EC 1240(c) (2) (G) requires that each quarter review results must be provided to the district governing board indicating teacher misassignments and teacher vacancies found in that quarter's review if a review was conducted in the quarter. If no review was conducted, the report must indicate that fact. In addition, the report of the annual monitoring process is to be submitted to the California Commission of Teacher Credentialing (CCTC) and to the California Department of Education (CDE) and is to include assurance that teachers assigned to classes in API Deciles 1-3 schools with 20% or more pupils who are English learners have appropriate authorization or training. In addition, county superintendents are required to investigate districts efforts to ensure staff assignments requiring CLAD, BCLAD, or SDAIE training have required authorizations or training.

This additional monitoring and review will be incorporated into the existing annual process for assignment monitoring conducted by County Offices of Education (COEs). While districts are generally monitored every four (4) years, teacher assignments in Deciles 1-3 schools that are not currently under review through a state or federal intervention program will be monitored annually, even if the district is not otherwise scheduled for monitor and review.

Pursuant to EC 44258.9, if a review finds that a school has no teacher misassignments or teacher vacancies for two (2) consecutive years, the next review of that school may be conducted according to the typical four year cycle unless the school is likely to have problems with teacher misassignments and teacher vacancies based on past experience or other available information. Available information might include information on teacher misassignments and vacancies furnished pursuant to EC 33126 (School Accountability Report Cards ("SARCs")), a complaint filed pursuant to EC 35186 (Uniform Complaint Process), and audit information pursuant to EC 41020. Implementation of these new provisions may be based on the CCTC reporting requirements.

### STEPS IN WILLIAMS TEACHER ASSIGNMENT AND VACANCY REVIEW PROCESS.

Teacher Assignment and Vacancy Monitoring Process	Timeline
Notification to school district office of monitoring schedule and information or documents needed for review.	Minimum of 6-8 weeks before monitoring begins.

District Office Visit as necessary to review assignments and teacher vacancies with credential/personnel office staff.	September 1 – April 30.
Recommendation(s) for correction of misassignment(s).	As soon as possible after determination of misassignment(s).
Review district action taken to correct misassignment(s).	Within 30 days of notification of misassignment(s).
Reporting to district governing board to report misassignments and/or vacancies or that no review done in the quarter.	Quarterly
Required reporting to CCTC	July 1
County Superintendent Annual Report	November

## 1. Assignment/Vacancy Monitoring Notification to Districts

Districts will be notified of the monitoring scheduled and of the documents or information needed to accomplish the review. The notification should include the monitoring schedule and list of information/documents, and indication of whether district visits will be necessary to complete the review. The notification may be electronic. COEs may schedule orientation meetings as needed with districts to provide more detail regarding the review process.

## 2. District Office Visit/Documentation Review

The Documentation Review will include a review of site master schedules (complete teacher site list by name and assignment); district office assignment list(s), including any board approvals for assignment options and district English Learner “in training” report.

**2.1 Districts will identify classes with 20% or more English Learners and the County Office will need to verify the assignment to ensure that the assigned teacher possesses an appropriate credential or has completed appropriate training for the assignment.**

### Documentation needed from districts

- Site Master schedules (including identification of **EACH** class with 20% or more English Learners).
- Master list of all certificated employees.
- “In training” report.

## 3. Recommendations for Correction of Misassignments

All information is reviewed with the district Human Resources staff and administration. Any misassignments found at the completion of the review are documented and submitted

immediately to the district Human Resources staff/administrator. The County Office credentials staff will work with districts to identify ways in which to correct the misassignment. Misassignments are to be remedied within 30 days of the required report and/or completion of the year-end report to the CCTC. County Offices are required to verify that teachers assigned to classes with 20% or more English Learners possess the appropriate CLAD or BCLAD authorization, SB 1969 Certificate, Certificate of Completion of Staff Development (through SB 395 training), or other authorization as authorized by statute. Teachers who do not hold the appropriate authorization will need to be reported to the CCTC. The 20% standard is a data reporting requirement, not a threshold for establishing a “misassignment”. The teacher misassignment reporting requirement continues to exist when a teacher has at least one student in his or her class who is an English Language Learner (ELL) in need of ELL Services and the teacher does not hold the appropriate ELL authorization.

**3.1 County Offices may provide recommendations for correction of misassignments in a variety of ways. The sample Assignment Monitoring and Review Form is provided as one option.**

## 4. Review District Action to Correct

If the county superintendent determines that a district has not taken action to correct the misassignment, the misassignment will be reported to the CCTC and CDE in the manner required. **For purposes of Williams compliance, teachers enrolled in a district or county Plan to Remedy or “teachers in training” program to earn a CLAD or BCLAD authorization do not meet the provisions of the Education Code.**

**4.1 Districts have 30 days from the date of notification of misassignment to make the necessary corrections.**

**Documentation needed from school/district**

- Verification of certification held, or
- School board minutes for assignment option used, or
- Waiver, or
- School district assignment & review report

## 5. Required Reporting

**5.1 Teacher assignment and vacancy information must be included in quarterly reports by the County Superintendent to the district governing board if a review was conducted in the quarter. The information submitted to CCTC by July 1 for the prior year’s misassignment/vacancy review must be included in the County Superintendent Annual Report to the school district governing board.**

5.2 The county superintendents must also submit annual reports to the CCTC. The CCTC in turn provides the “Williams” data reported by COEs to the CDE. County Offices will not submit monitoring separately to the CDE. **July 1** is the deadline for reporting.

Sample of Information to be reported to the CCTC.

	District	School	Enrollment	EL Enrollment	Decile	Under State or Federal Review	(A) Number of Classes with 20% or more English Learners	(B) Number of (A) With a Teacher Holding Appropriate English Learner Authorization	(C) Number of (A) with a Teacher <b><u>Not Holding</u></b> Appropriate English Learner Authorization
Subtotal									
Subtotal									
Grand Total									