



**Board Policy**  
**SP 4112.2**  
**Personnel**  
**July 6, 2021**

### **CERTIFICATION**

The Santa Cruz County Superintendent of Schools (County Superintendent) recognizes that the Santa Cruz County Office of Education's (Santa Cruz COE) 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 County Superintendent 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 Santa Cruz COE requirements for the position.

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.

#### **Priorities for Hiring Based on Unavailability of Credentialed Teacher**

The County Superintendent or designee 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 County Superintendent or designee shall make reasonable efforts to recruit an individual for the assignment in the following order: **(Education Code 44225.7)**

1. A candidate who enrolls in an approved intern program in the region of the Santa Cruz COE 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 County Superintendent shall approve intent to employ a PIP applicant for a specific position.
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 his/her area of certification while working toward an added or supplementary authorization, the County Superintendent shall annually approve a Declaration of Need for Fully Qualified Educators. The Declaration of Need shall be public notice for no less than 72 hours.

The Declaration of Need shall certify that there is an insufficient number of certificated persons who meet the Santa Cruz COE's specified employment criteria for the position(s) and that the Santa Cruz COE 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 Santa Cruz COE 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 Board shall revise and resubmit the Declaration of Need. **(5 CCR 80026)**

Whenever it is necessary to employ noncredentialed teachers to fill a position requiring certification qualifications, the 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 his/her certification.

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

**COURT DECISIONS**

Association of Mexican-American Educators et al. v. State of California and the Commission on Teacher Credentialing, (1993) 836 F.Supp. 1534

**MANAGEMENT RESOURCES:**

**COMMISSION ON TEACHER CREDENTIALING PUBLICATIONS**

CL-667 Basic Skills Requirement

CL-856 Provisional Internship Permit

CL 858 Short-Term Staff Permit

Approved Addition and Amendments to Title 5 of the California Code of Regulations Pertaining to Teaching Permit for Statutory Leave (TPSL), Coded Correspondence 16-10, August 23, 2016

Hiring Hierarchy in Education Code 44225.7, Coded Correspondence 13-01, January 30, 2013

Subject Matter Authorization Guideline Book, 2019

Supplementary Authorization Guideline Book, 2019

California Standards for the Teaching Profession, 2009

The Administrator's Assignment Manual, rev. December 2019

**WEB SITES**

CSBA: <http://www.csba.org>

Commission on Teacher Credentialing: <http://www.ctc.ca.gov>

Commission on Teacher Credentialing, Credential Information Guide (for employers' use only): <http://www.ctc.ca.gov/credentials/cig>

National Board for Professional Teaching Standards: <http://www.nbpts.org>

U.S. Department of Education: <http://www.ed.gov>