

**POWAY UNIFIED SCHOOL DISTRICT  
ADMINISTRATIVE PROCEDURE**

**Originator:** Assoc. Superintendent, PSS

**Issue No:** 2

**Date:** 8/25/97

**Page:** 1 of 2

**Reference:** EC 44258.3, 44258.7

**ARTICLE: 4.0 PERSONNEL SUPPORT SERVICES**

**4.2 CERTIFICATED PERSONNEL**

**4.251 COMMITTEE ON ASSIGNMENTS**

---

**SECTION 4.251.1 Committee on Assignments**

**Definitions**

The Committee on Assignments has been formed to allow teachers to teach outside their credential authorization under the following conditions:

- The teacher is employed on a full-time basis.
- The teacher has special skills and preparation in the assigned area.
- The assignment is made with the employee's consent.

**Approval of Assignment**

In order for teachers to receive approval from the Committee on Assignments, the following steps must be taken:

1. Site principal identifies subject matter need at local school site.
2. Site principal determines whether any existing staff have the appropriate credential and are interested in the assignment, or whether the Committee on Assignments should be used.
3. Site principal identifies consenting teacher for possible assignment.
4. Teacher submits Petition to Teach Outside Credential Authorization form to the Committee on Assignments via the associate superintendent, Personnel Support Services. The petition denotes the criteria upon which the petition is based, the teacher's consent, and the site principal's recommendation for assignment.
5. The petition shall be submitted by June 1 for an assignment beginning first semester and by November 1 for an assignment beginning second semester.
6. The Committee on Assignment determines the teacher's knowledge of subject matter based on one or more of the following:
  - a. Successful prior teaching experience of the subject (for example, in a self-contained classroom or a private school setting).
  - b. Successful completion of intensive professional development in the subject to be taught.
  - c. Review of a portfolio containing evidence of demonstrated knowledge.
  - d. Successful completion of college or university coursework in the subject.
  - e. Observation over time of the teacher in the subject in the grade level currently being taught.
  - f. Successful prior work experience in the content area.
  - g. Proof of professional performance in the content area.

**SECTION 4.251.1 Committee on Assignments**

---

7. The Committee on Assignments makes a final disposition on the teacher's petition.
8. The associate superintendent, Personnel Support Services, will notify the teacher and the site principal of the committee's decision.
9. The District contact person relative to the Committee on Assignments is the associate superintendent, Personnel Support Services.

**Committee Selection**

The committee shall be composed of four teachers and four administrators. The teachers shall be selected by the Poway Federation of Teachers. The administrators shall be selected by the associate superintendent, Personnel Support Services. The term of office for committee members shall be two years.