

Committee on Assignments

It is the intent for Long Beach Unified School District to facilitate the assignment of teachers in accordance with Education Code 44258.3 when they consent to such assignments and when it has been verified that they are qualified for the requested assignment(s). The following procedures are intended to provide for the implementation of this process:

1. Site administrator identifies a subject-matter assignment need at the school site; determines whether existing staff have the appropriate credential and are interested in the assignment or whether Education Code 44258.3 should be used.
2. Site Administrator identifies consenting teacher for possible assignment pursuant to Education Code 44258.3; completes the "Application for Departmentalized Assignment" form and submits to Human Resource Services to initiate the process.
3. Human Resource Services coordinates the assignment of the appropriate subject-matter Curriculum Leader or Specialist to determine the method to verify subject matter competence and routes the "Application of Departmentalized Assignment" form.

Subject matter competence can be verified by one or more of the following ways:

- a. Observation by subject matter specialists
 - b. Oral interviews
 - c. Demonstration lessons
 - d. Presentation of curricular portfolios
 - e. Written examination
4. The review panel, Education Mission: Innovation Advancement Committee (EM:IAC), will consist of eight members (four appointed by the Teachers Association of Long Beach and four by the District). The EM:IAC will conduct an assessment in accordance with Education Code 44258.3. This assessment must determine evidence of the candidate's knowledge of the subject matter to be taught and at the grade level to be taught.
 5. The EM:IAC will make the final determination on whether to recommend that the teacher be assigned under Education Code 44258.3.
 6. The EM:IAC shall inform Human Resource Services of the results of the review.

Human Resource Services will inform the designee of the district and the site administrator of the results of the review.