

Procedures for Grade-Level and/or Subject-Area Assignment

1. In the spring of each year the principal shall convene an open staff and department (where appropriate) meeting to discuss programmatic requirements, review district enrollment projections, and examine staffing to discuss the staffing changes that may be necessary in the subsequent school year. This meeting will take place no later than May 1st of each year.
2. Within five (5) days of the open staff and department (where appropriate) meeting, teachers shall be given the opportunity to express their assignment preference(s) in writing to the principal and FAC.
3. By the end of the first week of June, the principal will assign teachers their tentative teaching assignments for the next school year, with the clear understanding that changes may be necessary.
4. If it becomes necessary to change an elementary teacher's grade-level assignment or to change a secondary teacher to a subject-area assignment outside of his/her current department, the teacher will be notified within the first fifteen (15) school days of the school year, or fifteen (15) school days following knowledge of the need for reassignment. This reassignment shall be based upon compelling reasons such as, but not limited to: changes in enrollment at a specific grade level, specific subject area needs, programmatic requirements, credential limitations, graduation or UC/CSU requirements.
5. Teachers will not be assigned to teach outside their credential authorizations without their signing the required waiver.
6. If teachers have a concern about their assignment, they are entitled to a meeting with the principal to discuss their concerns.
7. When determining who will be involuntarily reassigned, the following (non-ordered) criteria will be invoked:
 - a. Appropriate credential authorization, certificate, or specialized training.
 - b. Consideration of available volunteer(s).
 - c. Preference(s) of the employees.
 - d. The immunities listed in subsection #10 below.
 - e. Seniority--least seniority would be selected over those with greater seniority.

- f. The equitable assignment of combination classes established at each site by the principal in consultation with the FAC.
8. If a clear assignment decision is not evident after applying the above criteria, the final staffing assignment decision shall be made by the principal.
9. If it becomes necessary, based on compelling reasons (e.g., Class Size Reduction), to fill new vacancies, documented efforts shall be made by phone or certified U.S. mail (return receipt requested) to contact existing teaching staff at the site to determine their interest when new vacancies occur during summer break.
10. Every effort shall be made to avoid involuntary grade-level and/or subject-area changes under the following circumstances:
 - a. Probationary teachers in the second year of their probation.
 - b. Certificated staff reassigned to the classroom (avoid changes for two (2) years in similar situations).
 - c. Tenured teachers returning from an extended leave of absence to a new school (avoid change for two (2) years).