



LOS ANGELES UNIFIED SCHOOL DISTRICT REFERENCE GUIDE

TITLE: Application for Committee on Assignments
Authorization

NUMBER: REF-1708.2

ISSUER: Roger L. Buschmann, Chief Human Resources Officer
Human Resources Division

DATE: May 12, 2008

ROUTING
All Schools and
Offices
Local District
Superintendents
Local District School
Support Directors
Administrators

PURPOSE: The purpose of this Reference Guide is to provide the requirements and the procedure for applying for an additional subject authorization outside a teacher's current credential permit via the Committee on Assignments (COA). The COA may assist with the resolution of misassignments and facilitate the implementation of Small Learning Communities.

MAJOR CHANGES: This Reference Guide replaces Human Resources REF-1708.1 of the same subject issued May 22, 2006. Changes have been made to reflect new contact information to whom Attachment A should be returned to.

INSTRUCTIONS: The following guidelines apply:

In order to be eligible for a COA authorization the teacher must be a full time permanent or probationary employee and hold a general education or special education credential. He/she must consent to teach the requested course, as authorized by the Committee on Assignments (COA), and possess special skills, preparation, or experience in the elective subject.

Electives are defined as subjects other than English, Mathematics, Science and Social Science.

The COA authorization is limited to two periods per day for probationary teachers.

It is important to note that, although the COA authorization meets Commission on Teacher Credentialing requirements for the proper assignment of a teacher, it does not meet requirements to be considered Highly Qualified under the *No Child Left Behind Act*.



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REFERENCE GUIDE

I. Background

AB 1124 (Chapter 927) modified the Committee on Assignments authorization. The California Education Code, Section 44258.7 (c) & (d) allows districts to establish a Committee on Assignments (COA) to review, approve or disapprove the issuance of an additional subject authorization outside a teacher's current credential authorization(s). The committee consists of one middle school principal (selected by the Middle School Principals Organization), one high school principal (selected by the Senior High Principals Organization) and two teachers (selected by UTLA). Assignments approved by the Committee on Assignments shall be for a maximum of one school year.

II. Purpose

The purposes for requesting the Committee on Assignments authorization are as follows:

- A. To enhance or enrich the school's instructional offerings.
- B. To permit the implementation of a specific class offering or program.
- C. To utilize the special skills, training, or experience of a qualified teacher in the subject identified.

III. Application and Notification Procedure

- A. The principal submits Form 1526-2 (Attachment A), for each authorization requested, prior to the beginning of the assignment. If the COA authorization is for a new request, original transcripts may be required as well as supporting documentation.
- B. If the COA authorization request is a renewal, please indicate this on Form 1526-2 and no documentation will be needed.
- C. The Committee on Assignments reviews Form 1526-2 and supporting documentation, and approves or disapproves the request. The principal and teacher will be notified in writing of the committee's decision.
- D. All applications must be submitted and approved prior to the beginning of the assignment. The COA authorization is valid for the school year in which it was issued and must be renewed every school year.



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RELATED RESOURCES: Administrator's Assignment Manual, California Commission on Teacher Credentialing

ASSISTANCE: For assistance or further information please contact Derek Ramage, Coordinator, Certificated Credentials and Contract Services at (213) 241-4669 or email credentialsservices@lausd.net.

LOS ANGELES UNIFIED SCHOOL DISTRICT
Human Resources Division

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ATTACHMENT A

Application for Committee on Assignments Authorization

Teacher Name (Please Print) Personnel ID Number Social Security Number

School: _____ Location Code: _____ Local District: _____

Fiscal Year: _____ Status: Permanent: Probationary:

New request (**original transcripts may be required**)
Renewal (description of special skills, training or experience **not needed**)

Elective Course Title Course Code # # of Periods

Elective Course Title Course Code # # of Periods

Teacher's Signature Indicates Consent Date Principal's Signature Date

Please note, the committee cannot review this application unless it is completed in full. The teacher applicant needs to describe any special skills, training or experience for the requested course. Specific documentation or additional information regarding your qualifications should be attached.

Please return this application and supporting documents to:

Human Resources Division
Certificated Credentials and Contract Services
Beaudry Building, 15th Floor – Fax Number (213) 241-8413
Attention: Colleen Mori