

**PERSONNEL-EMPLOYEE SEPARATION**

**Certificated Employee Separation**

**RATING OF EMPLOYEES WITH SAME FIRST DATE OF PAID SERVICE**

To determine which one or more of several certificated employees with the same first date of paid service is to be laid off, the decision shall be based on:

1. Analysis of the programs and student needs involved and
2. Rating of all employees with the same first date of paid service, on specific criteria related to the student needs involved. This is determination will be made on the basis of needs of the district and students thereof. (Education Code 44955(b))

The criteria to be used in rating employees for this purpose shall be:

1. Credentialing--Need: The district requires certificated staff with appropriate credentials to meet curriculum program requirements in the various grade levels and subjects.
  - a. The number of clear credentials held
  - b. The number of preliminary credentials held
  - c. The number of supplemental authorizations
  - d. CLAD authorization
  - e. BCLAD authorization
2. Experience--Need: The district needs to retain teachers with the highest level of experience and demonstrated ability in variety of educational settings.
  - a. Number of total years of certificated teaching in public schools
  - b. Number of total years of certificated teaching in the district
  - c. The experience to provide a variety of certificated services at various levels
  - d. Other experience in the field of education, including private school services
3. Education--Need: The district needs staff with demonstrated subject matter knowledge.

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- a. Advanced degrees
  - b. College major and minors
  - c. Specialized coursework and/or professional development prior to employment
  - d. Professional development and/or course work completed since employment
4. District--Need: The district needs to retain the highest quality of staff with special skills to meet identified program needs.
- a. Identified "hard-to-recruit" position including special education, mathematics, science
  - b. Fluency in foreign languages with special emphasis on Spanish
  - c. Specific job-related skills necessary for the performance of duties within an assignment

The above data shall be verified by the employee prior to rating. After consulting with the principal or administrative supervisor, the rating of each employee shall be determined by the Superintendent or designee to ensure uniformity.

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Upon the decision to reduce certificated employees through lay-off, the Superintendent or designee will rank affected certificated employees with the same first date of paid service to determine the order of seniority.

The system for ranking employees will be based upon a determination of rating according to identified criteria. A 10 point rating will be used for each of the categories below for a total maximum score of 40.

1.      Credentialing--including but not limited to: 10 Points
  - a.      The number of clear credentials held
  - b.      The number of preliminary credentials held
  - c.      The number of supplemental authorizations
  - d.      CLAD authorization
  - e.      BCLAD authorization
  
2.      Experience--including but not limited to: 10 Points
  - a.      Number of total year of certificated teaching in public schools
  - b.      Number of total years of certificated teaching in the district
  - c.      The experience to prove a variety of certificated services at various levels
  - d.      Other experience in the field of education, including private school service
  
3.      Education--including but not limited to: 10 Points
  - a.      Advanced degrees
  - b.      College majors and minors
  - c.      Specialized coursework and/or professional development prior to employment
  - d.      Professional development and/or course completed since employment work
  
4.      District Need--including but not limited to: 10 Points
  - a.      Identified “hard-to-recruit” positions including special education, mathematics, science

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- b. Fluency in foreign languages with special emphasis on Spanish
- c. Specific job-related skills necessary for the performance of duties within an assignment

The superintendent or designee will notify teachers who may be affected by determining seniority with the first date of paid service. Prior to rating and ranking, teachers will be requested to review credential authorization, education and documented experience that is on file in the District Office and provide other necessary information to assist in the ranking process.

Principals or other direct administrative supervisors will be responsible to consult with the Superintendent or designee regarding the rating of each affected employee under their supervision. The Superintendent or designee will be responsible to provide each affected employee the rating score and the final ranking on the District Seniority List after all results are completed for all affected employees.