

WILLOWS UNIFIED SCHOOL DISTRICT

DISTRICT PLAN FOR COMMITTEE ON ASSIGNMENTS

PURPOSE: A district may establish a committee on assignments as outlined in ED 44258.7 (c) and (d) to review and approve assignments of teachers with special skills and preparation to teach outside their credential area up to 40 percent of their full-time position assignment.

1. This is to certify the establishment of our District Committee on Assignments in accordance with provisions of EC 44258.7 (d) (1).

District Superintendent

President or Chairperson of District
Governing Board

2. Effective date of establishment of Committee on Assignments: 7/1/12

3. District administrative contact person relative to the Committee on Assignments:

Name: Stephen Sailsbery Phone: (530) 934-6633

Title: Principal

4. Procedures for selection of the committee membership in accordance with EC 44258.7 (c) (list or attach):

A. 2 teachers from Willows Unified Teachers Association

B. 2 Willows Unified School District Administrators

C. _____

D. _____

5. Term of office for Committee on Assignments members:

Teacher Representative(s)	Date	Length of Term
<u>Amy Steele</u>	<u>7/1/12</u>	<u>1 year</u>
<u>Pam Steward</u>	<u>7/1/12</u>	<u>1 year</u>
_____	_____	_____

Administrator Representative (s)	Date	Length of Term
<u>Jerry Smith</u>	<u>7/1/12</u>	<u>1 year</u>
<u>Stephen Sailsbery</u>	<u>7/1/12</u>	<u>1 year</u>
_____	_____	_____

6. Subject matter competence shall be determined by assessing the following:

- Knowledge of State curriculum framework for the subject area.
- Ability to teach the appropriate content to the age group of the specific assignment.

The subject matter competence review may include a personal interview, written assessment, demonstration lessons, observations, and/or written materials (portfolio, self-study, letters of recommendation from colleagues, etc.) to verify the teacher's knowledge and ability.

cc: County Superintendent of Schools

WILLOWS UNIFIED SCHOOL DISTRICT

SITE ADMINISTRATOR AFFIDAVIT FORM

PURPOSE: See instruction section in form below.

WILLOWS UNIFIED SCHOOL DISTRICT


Affidavit of the Proper Certification for Work Performed by Certificated Employees
(Education Code Section 44258.9(b))

STATE OF CALIFORNIA

ss.

COUNTY OF GLENN

I, Stephen Sailsbery, School Site Administrator of the
Willows Intermediate School, declare that all employees in
positions requiring certification qualifications for whom I am responsible, were properly
credentialed for the work performed by such employees during the school year 2012-
2013.

Date 8/20/12 (Signed) 
Stephen Sailsbery
School Site Administrator

INSTRUCTION

This affidavit shall be utilized by each School Site Administrator and shall be considered
a part of the annual report of the schools under his/her jurisdiction to be forwarded to the
District Superintendent/designee as prescribed in Education Code Section 44258.9(b).

Distribution: White – District Office Yellow – School Site

**Willows Unified School District
2012-2013
Committee on Assignment**

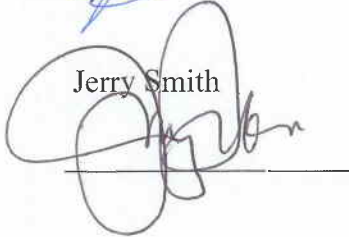
We, the undersigned, find the following certificated individuals qualified to teach the specific subjects indicated for the 2012/2013 school year. Criteria used included verification of subject matter knowledge, past teaching experience in the related subjects, experience teaching at this grade level, and willingness to teach this subject.

Inette Howard	U.S. History (grade 8)
Bill Shively	General Math (grades 7-8)
Julio Garcia	Computer Literacy (grades 7-8)
Lisa Michael	Life Skills (grades 7-8)
Di Abold	Journalism/Leadership (grades 7-8)
Pam Steward	Health (grades 7-8)
Margaret Ansel	Reading (grades 9-12)
Patricia Perry	Economics (grade 12)
Tom Chisholm	World History (grade 10)
Amanda Samons	Earth Science (grade 9)
Terri Moore	Distance Learning (grades 9-12)

Stephen Sailsbery



Jerry Smith



Pam Steward



Amy Steele

