

## Administrative Regulation 4117.3.1(a)

### Certificated Personnel

#### CRITERIA TO DETERMINE THE ORDER OF TERMINATION AMONG CERTIFICATED EMPLOYEES WITH THE SAME DATE OF PAID SERVICE

##### Purpose of Establishing Criteria

The purpose of adopting criteria for establishing an order to termination of employees who first rendered paid probationary service to the District on the same date is to comply with the requirements of Education Code Section 44955.

##### Criteria

The Board of Trustees finds that to make effective release of employment decisions objective criteria must be established. This will ensure that District employees are treated fairly and equitably. To this end, the needs of the District and its students will be best served by using the following criteria in establishing the order of termination described above.

- A. Credentials and District experience teaching or serving in a particular program or providing a particular service of need to the District (e.g., bilingual, special education, math/science).
- B. Years of experience previous to current employment as a full-time credentialed teacher in a probationary/permanent K-12 teaching situation in a public school.
- C. Number of teaching and/or specialist service credentials.
- D. Credentials that permit supplementary authorization
- E. Earned degrees beyond the B.A. or B.S. level (e.g., master, doctorate).
- F. Multiple language skills relevant to District need (e.g., Spanish).
- G. Preliminary vs. Clear/Life Credentials.
- H. National board Certification
- I. BCLAD (or equivalent) Certification.
- J. CLAD Certification.

##### Application of Criteria

- A. Credentials and District experience teaching or serving in a particular program or providing a particular service of need to the District.  
**Rating: +1 per credential, +1 per year of experience**
- B. Years of experience previous to current employment as a full-time credentialed teacher in a probationary/permanent K-12 teaching situation in a public school.  
**Rating: +1 per year**

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- C. Number of teaching and/or specialist service credentials.  
**Rating: +1 per credential**
- D. Credentials that permit supplementary authorization  
**Rating: +1 per supplementary authorization**
- E. Earned degrees beyond the B.A. or B.S. level  
**Rating: +1 per degree**
- F. Multiple language skills relevant to District need  
**Rating: +1 for Spanish**
- G. Preliminary vs. Clear/Life Credentials  
**Rating: +1 per Preliminary credential, +2 per Clear/Life credential**
- H. National board Certification  
**Rating: +1 per certificate**
- I. BCLAD (or equivalent) Certification  
**Rating: +1 per certification**
- J. CLAD Certification  
**Rating: +1 per certification**

**Tie Breaking Procedure**

In the event that common hire date employees have equal qualifications based on application of the above criteria, the District will then break ties by utilizing a lottery.

Approved: February 25, 2004  
Revised: September 22, 2010  
Reviewed: August 10, 2011

**WEST SONOMA COUNTY UHSD**  
Sebastopol, California