

## VENTURA COUNTY OFFICE OF EDUCATION

**ADMINISTRATIVE  
REGULATION NO. 4112.24**

**ADOPTED: 08/30/04**

**CLASSIFICATION: Personnel**

**REVISED:**

**SUBJECT: *No Child Left Behind* (NCLB) Act Compliance -  
Documentation**

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Each person hired by the Ventura County Office of Education (VCOE) for a position requiring NCLB compliance shall, prior to beginning employment, provide the Superintendent or designee, evidence of NCLB compliance in the core academic areas for which that person is hired. When fully compliant individuals are not available, the district may employ persons agreeing to become compliant in accordance with law.

Each person employed by VCOE in a position requiring NCLB compliance shall provide the Superintendent or designee, upon request, evidence of NCLB compliance in the core academic areas for which that person is employed.

The Superintendent or designee shall receive quarterly reports on the progress of Ventura County Office of Education (VCOE) teachers in becoming fully qualified. Such reports shall include, but not be limited to, the percentage of teachers in core academic subjects at each school who meet the definition of "highly qualified" teacher in accordance with federal law and the percentage of teachers who are receiving professional development to enable them to satisfy this definition.

### CERTIFICATE OF COMPLIANCE

The Superintendent may issue a Certificate of Compliance to any employee who demonstrates NCLB compliance in a core academic area as documented by all of the following:

1. Possession of a baccalaureate or graduate degree from a regionally accredited institution of higher education.
2. Possession of a teaching credential from the California Commission on Teacher Credentialing.
3. Subject Matter Competence as demonstrated by evidence as provided by law and administrative regulations.

## BACCALAUREATE DEGREE

Prior to being hired by VCOE for a position requiring NCLB compliance, all certificated persons, whether hired on a permanent or temporary basis, shall provide evidence of having obtained a baccalaureate degree from a regionally accredited institution of higher education.

Persons holding a designated subjects special subjects credential or vocational designated subject credential shall not be required to have a baccalaureate degree unless the specific position for which they are hired requires the possession of a baccalaureate degree.

## CERTIFICATION

Prior to being hired by VCOE for a position requiring NCLB compliance, all certificated persons “not new” to the teaching profession will provide proof of Highly Qualified Teacher (HQT) status or a report of progress towards that goal. Those teachers “new” to the profession will be expected to present the same evidence as stated above. Any newly hired teacher not prepared to prove compliance under NCLB will be expected to cooperate in becoming compliant during his/her probationary period as a condition of employment.

Existing teaching personnel are to be assessed on an ongoing basis and their progress charted and monitored by the Human Resources Department.

## SUBJECT MATTER COMPETENCE

Each person employed by VCOE in a certificated position requiring NCLB compliance, whether employed on a permanent or temporary basis, shall provide evidence of having demonstrated subject matter competence in a manner provided by law and administrative regulations.

## THE HIGH OBJECTIVE STATE STANDARD OF EVALUATION (HOUSSE)

In accordance with law and administrative regulation, the Superintendent may designate an employee as subject matter competent in a core academic area as documented by the HOUSSE.

Teachers qualifying for HOUSSE may demonstrate core academic subject-matter competence through the acquisition of 100 points derived from:

1. Prior experience in the core academic content area.
2. Course work in the core academic content area.
3. Standards-aligned professional development in the core academic content area.
4. Leadership and service to the profession in the core academic content area.
5. Observation and portfolio assessment in the core academic content area.

### PRIOR EXPERIENCE IN THE CORE ACADEMIC CONTENT AREA

For each core academic area, qualifying employees shall receive credit towards NCLB compliance, in accordance with law and administrative regulations (Exhibit A – NCLB Teacher Resource Guide, March 1, 2004), for each year of teaching in an assignment, which includes that core academic area.

### COURSE WORK IN THE CORE ACADEMIC CONTENT AREA

In accordance with law and administrative regulation, qualifying employees will receive points for coursework in the core academic area.

### STANDARDS-ALIGNED PROFESSIONAL DEVELOPMENT IN THE CORE ACADEMIC CONTENT AREA

For each core academic area, qualifying employees shall receive credit towards NCLB compliance, in accordance with law and administrative regulations (Exhibit A – NCLB Teacher Resource Guide, March 1, 2004), for high quality standards-aligned professional development in that core academic area.

To qualify for points, high-quality standards-aligned professional development in the core academic area must:

1. Increase a teacher's knowledge of core academic subjects
2. Align with California content standards and California Standards for the Teaching Profession (3 and 5.1)
3. Be part of an individual or school-wide improvement plan
4. Be within the employee's assigned core content area and grade span
5. Be sustained over time
6. Be classroom-focused
7. Include follow-up training and coaching
8. Be based on scientific research
9. Have been completed within the last six years (after December 1997)

To qualify for points, one or more of the following must be submitted as evidence of completion:

1. University transcripts from an accredited IHE

2. Certificates of completion from provider or Local Education Agency (LEA)
3. Evidence of Completion from provider or LEA
4. Letter of Confirmation from Site Administrator (classroom assignment)

The Superintendent has developed a list of acceptable NCLB professional development activities (Exhibit B). This list shall be made available to the public upon request.

#### LEADERSHIP AND SERVICE TO THE PROFESSION IN THE CORE ACADEMIC CONTENT AREA

For each core academic area, qualifying employees shall receive credit towards NCLB compliance, in accordance with law and administrative regulations (Exhibit A – NCLB Teacher Resource Guide, March 1, 2004), for approved positions of leadership and service to the profession.

To qualify for points, leadership and service to the profession responsibilities must:

1. Deal with core academic content areas.
2. Assist other professionals in academic content or professional standards.
3. Be related to their assigned core content area and/or grade span.
4. Serve in an official capacity, approved by an administrator of the County Office of Education.

The Superintendent has developed a list of acceptable NCLB positions of leadership and service to the profession (Exhibit C). This list shall be made available to the public upon request. This list shall be made available to the public upon request.

#### OBSERVATION ASSESSMENT IN THE CORE ACADEMIC CONTENT AREA

For each core academic area, qualifying employees shall receive credit towards NCLB compliance, in accordance with law and administrative regulations (Exhibit A – NCLB Teacher Resource Guide, March 1, 2004), for each observation in core academic areas meeting the H.O.U.S.S.E. criteria.

Documents required as evidence of completion for an observation include:

1. A lesson plan with statement of student content standard(s) addressed
2. Analysis of student performance (If possible, use two students who did not achieve expected lesson outcomes)

3. Observer notes on standards
4. Assessment of evidence as sufficient or not sufficient to demonstrate competence and
5. Signature of Assessor (Administrator or designee)

### PORTFOLIO ASSESSMENT IN THE CORE ACADEMIC CONTENT AREA

For each core academic area, qualifying employees shall receive credit towards NCLB compliance, in accordance with law and administrative regulations (Exhibit A – NCLB Teacher Resource Guide, March 1, 2004), for a portfolio meeting the H.O.U.S.S.E. criteria including that core academic area.

Four entries are required. Entries include:

1. Five sequenced lesson plans from a unit/chapter/theme. Plans include a statement of student content standard(s) addressed, instructional strategies used and expected student outcomes
2. Student assignments
3. Analysis of student performance with a focus, where appropriate, on two students who did not achieve proficiency on unit/chapter outcomes
4. Reviewer notes, including at least two observations
5. Assessment of evidence as sufficient or not sufficient to demonstrate competence, and
6. Signature of assessor (administrator or designee)

NOTE: Elementary teachers must develop portfolio entries in three areas: 1) reading; 2) language arts/writing; and 3) mathematics. They must also select one other entry from the NCLB core areas of Science and Social Science.

### Legal Reference:

#### EDUCATION CODE

44330	Certificates and Credentials
44857	Certificate Registration
44259.8	Preliminary Credential
44830	Employment
44252	Standards and Procedures