

PERSONNEL

2017-2018
LEADERSHIP

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DID YOU KNOW THAT DURING THE 2016-2017 SCHOOL YEAR:

- Provided assistance to the 20 Marin County public school districts' Human Resources personnel, administrators and teachers on such issues as appropriate certificated assignment, credential authorizations, credential expiration, possible pay holds and out-of-state new hires.
- Convened the Marin Countywide Personnel Committee, bi-monthly, to discuss/receive training on topics of common interest, such as changes mandated by the Commission on Teacher Credentialing and personnel legal standards.
- Hosted region-wide legal trainings on leaves and Americans with Disabilities (ADA) accommodations.
- Registered over 650 new and returning substitute teachers for the Marin Countywide Substitute Teacher Public Schools Consortium and performed monthly monitoring of fingerprint clearance, freedom from tuberculosis, immunization from measles and California credential/permit validity for all active substitute teachers.
- Monitored 630 credentials and certificated assignments for six districts per the Ed. Code 44258.9 mandate that one-fourth of school districts be annually reviewed and reported to the CTC; in addition, performed quarterly monitoring on two Deciles 1, 2, 3 schools, with a total number of 42 certificated personnel, for assignment and appropriate English Language Learner authorization, also an annual report.
- Developed and facilitated a countywide personnel "Credentials 101" workshop covering in depth the California credentialing system, emergency and limited assignment permits, adding teaching or content areas, reviewing the California Commission on Teacher Credentialing new credentials analyst and application manuals, the Administrator's Assignment Manual and the Commission's Credentials Information Guide website.
- Prepared quarterly reports for all districts on credential expiration status for all registered certificated employees, in coordination with business officials' pay warrant certification responsibilities, Ed. Code 45034.
- Provided support for annual countywide substitute teacher orientation meeting to support new substitute teachers with mandated topics, best practices and automated substitute caller systems.
- Provided support for three (3) substitute teacher workshops focused on classroom management, teaching strategies and school procedures.
- Facilitated weekly informational meetings for 60+ individuals interested in substitute teaching in Marin County.

- Coordinated the fingerprinting of 507 new employees, substitutes and volunteers with the Marin County Sheriff's Office and the State Department of Justice.
- Provided direct district and teacher assistance with the Commission on Teacher Credentialing website, specifically with technical tips for the online renewal and payment processes in addition to enhanced features on the Credential Information Guide pages for employing agencies.
- Maintained an automated substitute caller system and enrolled 135 classified and certificated substitutes in the system.
- Coordinated and staffed summer school special, alternative, and vocational education programs for MCOE, hiring for 122 staff positions.
- Published countywide public and private schools online directory for school personnel throughout the county.
- Assisted 200+ candidates in submission of credentials application packets for initial issuance, emergency permits and appeals, with an additional 80+ walk-ins needing assistance with the CTC online renewal system; submitted 96 30-Day Emergency Substitute Teacher online recommendations; issued 202 Temporary County Certificates for Board approval.
- Hosted four Job Fairs, for certificated and classified employees, attended by 177 people with nine participating districts and four community partners represented, including Induction and Credentials Information tables.
- Administered 49 NCLB competency tests to paraeducators.
- Maintained countywide database of criminal background clearance for substitute teachers, the Marin Schools Volunteers, professional experts, and assembly/presenters.
- Facilitated online Mandated Reporter training on child abuse prevention and reporting for 876 staff members, professional experts, extra hires and countywide substitutes.

WORK IN PROGRESS FOR 2017-2018:

- Continue job classification study on next identified classifications.
- Plan and hold CountyWide Classified job fairs in the Fall to support districts' needs for classified recruitments.

DATES TO REMEMBER

Marin County Office of Education Personnel Commission

3:30 p.m.

July 24, 2017	August 28, 2017
September 25, 2017	October 23, 2017
November 27, 2017	December 18, 2017
January 22, 2018	February 26, 2018
March 26, 2018	April 23, 2018
May 21, 2018	June 25, 2018

Countywide Personnel Meeting

8:30 – 10:30 a.m.

July 20, 2017	September 14, 2017
November 30, 2017	January 18, 2018
March 15, 2018	May 24, 2018

Paraeducator Competency Testing

Testing by appointment weekdays from 8:00 a.m. – 3:30 p.m.

Countywide Substitute Teacher Back to School Meeting

4:00 – 7:00 p.m.

August 29, 2017

Marin County Certificated & Classified Job Fair

Classified: Sept 6, 2017

Certificated: Spring 2018

MCOE Wellness Committee Meeting

2:00 – 3:00 p.m.

August 11, 2017	January 12, 2018
September 8, 2017	February 9, 2018
October 13, 2017	March 9, 2018
November 10, 2017	April 20, 2018
December 8, 2017	May 18, 2018
	June 8, 2018