



Personnel Services

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DID YOU KNOW THAT DURING THE 2013-2014 SCHOOL YEAR:

- Provided assistance to the 20 Marin County public school districts' HR 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, quarterly, to discuss/receive training on topics of common interest, such as changes mandated by the Commission on Teacher Credentialing and personnel legal standards.
- Hosted a region-wide legal training on layoffs, regional CDE training on designating Highly Qualified Teachers, and legal and implementation trainings on recent developments in Affordable Care Act (ACA).
- Registered 686 new and annual re-registering substitute teachers for the Marin Countywide Substitute Teacher Public Schools Consortium which includes monthly monitoring of fingerprint clearance, freedom from tuberculosis, and California credential/permit validity; continued to assist with the transition of four additional districts to automated sub caller systems.
- Monitored 512 credentials and certificated assignments for five 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 43 certificated personnel, for assignment and appropriate English Language Learner authorization, also an annual report.
- Hosted a countywide viewing session of the Commission on Teacher Credentialing "Foundational Information on Assignment and Authorization", condensing Session I and II into a four-hour focus on issues relevant to Marin County school districts, covering such areas in depth of setting, hiring priorities, middle school assignment, English Language Learner requirements, Common Core Standards, Next Generation Science Standards, Science, Technology, Engineering and Math (STEM), Special Education Assignments, and Assignment Monitoring.
- 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.
- Coordinated the fingerprinting of 419 new employees, substitutes and volunteers with the Marin County Sheriff's Office and the State Department of Justice.
- Maintained an automated substitute caller system and enrolled 129 classified and certificated substitutes in the system.
- Coordinated and staffed summer school special, alternative, and vocational education programs for MCOE, hiring for 123 staff positions.
- Held annual countywide substitute teacher orientation meeting, including a 3-part forum to support new substitute teachers with mandated topics, best practices and automated substitute caller systems.
- Published countywide public and private schools online directory for school personnel throughout the county.
- Provided enhanced MCOE website resources for credentialed teachers, substitute teachers and district personnel managers.
- 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.

- Assisted 85+ candidates in submission of credentials application packets for initial issuance, emergency permits and appeals, with an additional 30+ walk-ins needing assistance with the CTC online renewal system; submitted 41 30-Day Emergency Substitute Teacher online recommendations; reviewed and submitted 12 Child Development Permit applications; issued 142 Temporary County Certificates for Board approval.
- Hosted the Annual Job Faire, attended by 150 people with six participating districts, including a Credentials Information table.
- Administered NCLB competency tests to paraeducators.
- Maintained countywide database of criminal background clearance for substitute teachers, the Marin Schools Volunteers, professional experts, assembly/presenters, and on-call Nurses.
- Utilized statewide online system of job candidate recruitment via EdJoin and hosted trainings covering basic and advanced topics for EdJoin users.
- Hosted training for paraeducators covering best practices in the classroom.
- Initiated classification study on secretarial job family.



WORK IN PROGRESS IN 2014-2015:

- Finalize project on the electronic routing of the Professional Expert Agreement Form (PEA).
- Continue job classification study on secretarial job family.
- Create online resource CountyWide Personnel group.



DATES TO REMEMBER:

Marin County Personnel Commission Meetings 5:00pm

July 23, 2014
October 22, 2014
February 25, 2015
May 20, 2015

Paraeducator Competency Testing

Testing by appointment weekdays from 8:00am – 3:30pm

Countywide Substitute Teacher Orientation Meeting

September 29, 2014
4:30 – 6:00 pm

Commission on Teacher Credentialing Webcasts (CountyWide Viewing/Discussion)

Fall (TBD)
Spring (TBD)

Marin County Certificated Job Fair

(TBA-February/March 2015)

Countywide Personnel Meeting - 8:30 – 10:00am

October 22, 2014 February 25, 2015
May 20, 2015

MCOE Wellness Committee meeting - 2:00 – 3:00pm

Dates TBD

August 2014
September 2014
November 2014

January 2015
March 2015
May 2015