

# **VII. PERSONNEL**

**COMPREHENSIVE SYSTEM OF PERSONNEL DEVELOPMENT (CSPD)  
FEDERAL ASSURANCE POLICY**

It shall be the policy of each Local Education Agency (LEA) that it will support and assist the state's efforts and activities to ensure an adequate supply of qualified special education, general education, and related services personnel.

*Legal Reference:*

*20 USC 1412(a)(14)*

*56205(a), State Board Policy*

Approved by Governing Council on June 26, 2003

Reviewed and Approved by Governing Council April 12, 2013

**PERSONNEL QUALIFICATIONS  
FEDERAL ASSURANCE ADMINISTRATIVE REGULATION**

It is the policy of all SELPA member LEAs to make every effort to ensure that personnel providing special education related services meet the highly qualified requirements as defined under federal law. This includes those personnel having content knowledge and skills to serve children with disabilities.

This policy does not create a right of action on behalf of an individual student or prevent a parent from exercising their procedural safeguard rights on behalf of a student eligible for special education and related services.

Approved by Governing Council on October 12, 2007

Reviewed and Approved by Governing Council April 12, 2013

**ASSURANCE OF QUALIFIED PERSONNEL  
LOCAL POLICY**

The Special Education Local Plan Area (SELPA) shall take steps to assist the Local Education Agencies (LEAs) in securing qualified special education personnel to provide special education and related services to children with disabilities. Where there is a shortage of such personnel, the most qualified individuals available shall be assigned. Such steps shall include, but not be limited to, the following:

1. Widespread recruitment of teachers and support personnel
2. Collaboration with the local and regional teacher center recruitment and institutions of higher education
3. Ongoing staff development activities for special education and general education administrators, teachers, support staff and agency staff

*Legal Reference:*

*EC 56195*

*EC 56205(a)*

*EC 56362*

*20 USC 1412 (a)(14-15)*

*20 USC 1413 (a)(3)*

Approved by Governing Council June 18, 2004

Reviewed and Approved by Governing Council April 12, 2013

**SPECIAL EDUCATION LOCAL PLAN AREA (SELPA) PROCEDURES FOR  
DETERMINING PERSONNEL DEVELOPMENT NEEDS  
LOCAL POLICY**

The SELPA member LEAs agree that laws regulating special education recognize the value of providing information for all persons concerned with individuals with disabilities. Priority is placed on continuing staff, parent, and community trainings. The SELPA will provide leadership and support in this effort.

The SELPA selects specific areas for staff development based on input from parents via the Community Advisory Committee (CAC), regular and special education staff and administrators. The results are used to design the annual staff development plan.

*Legal Reference:*

*EC 56195*

*EC 56205(a)*

*EC 56362*

*20 USC 1412 (a)(14)*

*20 USC 1413 (a)(3)*

Approved by Governing Council on October 12, 2007

Reviewed and Approved by Governing Council April 12, 2013

**REVIEW OF CLASS ASSIGNMENT AT TEACHER'S REQUEST  
LOCAL POLICY**

The Special Education Local Plan Area (SELPA) recognizes that general or special education teachers have the right to request a review of the assignment, of an individual with exceptional needs, to his or her class and a mandatory meeting of the IEP team if the review indicates a change in the student's placement, instruction, related services, or any combination thereof. SELPA procedures shall comply with requirements specified in education code.

*Legal Reference:*

*EC 56195*

*EC 56205(a)*

*EC 56362*

*20 USC 1412 (a)(14-15)*

*20 USC 1413 (a)(3)*

Approved by Governing Council June 18, 2004

Reviewed and Approved by Governing Council April 12, 2013

**RESOURCE SPECIALIST PROGRAMS/CASELOADS  
LOCAL POLICY**

The Local Education Agency (LEA) is responsible for staffing assignments for resource specialist programs based upon local needs for the program. Students who are enrolled in the resource specialist program are assigned to general classroom teachers as determined by the IEP team. Resource specialists shall not provide services for a majority of a school day without approval by the pupil's IEP team. The LEA shall determine the school site(s) at which the resource specialist program will be located. No single resource specialist shall have a special education caseload of more than twenty-eight (28) pupils unless a waiver is approved by the superintendent of public instruction. The LEA shall provide information to the SELPA director, upon request, regarding resource specialist caseloads. In assignment of pupils to the resource specialist programs, factors such as severity of disability, age-range of students, diversity of student needs, and number of sites served by the resource specialist shall be considered. Resource specialists may serve non-identified general education students as part of Response to Intervention continuum when the School Site Plan so indicates. Such services may include but not limited to team teaching, small group instruction, consultation, and learning center support. Resource specialists shall not simultaneously be assigned to serve as resource specialists and be the teacher of record for general education classes. At least 80 percent of the resource specialists within a local plan shall be provided with an instructional aide.

*Legal Reference:*

*EC 56195*

*EC 56205(a)*

*EC 56361.5*

*EC 56362*

*EC56362.6 (e)*

Approved by Governing Council June 18, 2004

Revised and Approved by SEOC on September 15, 2011

Reviewed and Approved by Governing Council April 12, 2013

**CASELOADS FOR SPEECH/LANGUAGE THERAPISTS BETWEEN AGES  
THREE (3) AND FIVE (5) YEARS  
LOCAL POLICY**

The maximum caseload for a speech and language specialist providing services exclusively to individuals with disabilities, between the ages of three and five years, inclusive, shall not exceed a count of 40 as calculated on the annual December 1 pupil count.

*Legal Reference:*

*EC 56195*

*EC 56205(a)*

*EC 56362*

Approved by Governing Council June 18, 2004

Reviewed and Approved by Governing Council April 12, 2013



**PERSONNEL QUALIFICATIONS  
FEDERAL ASSURANCE POLICY**

It shall be the policy of each LEA to ensure that personnel providing special education related services meet the highly qualified requirements as defined under federal law, including that those personnel have the content knowledge and skills to serve children with disabilities. This policy shall not be construed to create a right of action on behalf of an individual student for the failure of a particular LEA staff person to be highly qualified or to prevent a parent from filing a State complaint with the CDE about staff qualifications.

*Legal Reference:*

*20 USC 1412 (a)(14)*

Approved by Governing Council on October 12, 2007

Reviewed and Approved by Governing Council April 12, 2013