

**SAN DIEGO UNIFIED SCHOOL DISTRICT**

**Date:** February 18, 2016

**To:** Elementary School Principals, Vice Principals and Teachers

**Subject:** Transitional Kindergarten (TK) Assignments

**Department and/or Persons Concerned:** Certificated Staff

**Due Date:** **June 30, 2016**

**Reference:** Article 12 of Collective Negotiations Contract between the San Diego Unified School District and the San Diego Education Association (SDEA)

**Action Requested:** Please disseminate information regarding the TK Program. Any teacher assigned to teach TK for the 2016-2017 school year must complete the attached form. **Please print and post a copy of this circular**

**Brief Explanation:**

SB 876 added additional requirements for TK teachers. Now pursuant to Ed Code 48000(g), a school district must ensure that credentialed teachers who are first assigned to a TK classroom after July 1, 2015 have one of the following:

1. At least 24 units in early childhood education, childhood development, or both;
2. A child development teacher permit issued by CCTC; **or**
3. A level of professional experience that is comparable to the 24 units in #1, as determined by the district and SDEA.

SDEA and the District entered into a MOU regarding the professional experience in #3 and have defined it as such:

- A teacher who has previously served 75% of an instructional year in a kindergarten classroom and who participates in three SDUSD professional development days of study for TK teachers between July 2015 and August 2020.
- A teacher with 5+ years of experience in a kindergarten classroom.
- A teacher who was assigned to teach TK for the 2015-16 instructional year and who participates in three SDUSD professional development days of study for TK teachers between July 2015 and August 2020

**Application Procedure:**

To determine if an employee meets these requirements, anyone assigned to a TK classroom must complete the Affidavit to Teach Transitional Kindergarten. A copy is attached to this email and available on the HR website under “HR Forms.” This affidavit form only needs to be completed one time by the employee, unless he/she moves to another site.

Affidavits must be received by the appropriate Human Resources Officer (see below) by June 30 for the following school year.

Failure to submit the Affidavit by June 30 will result in a reassignment or possible involuntary transfer (see Article 12.7.3).

**Contacts:**

If you have any questions regarding these requirements or your assignment, please contact your Human Resources Officer.

|        |                   |  |              |
|--------|-------------------|--|--------------|
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| Area 2 | Anisha Dalal      | <a href="mailto:adalal@sandi.net">adalal@sandi.net</a>           | 619-725-8071 |
| Area 3 | Ann Cato (TOC)    | <a href="mailto:acato@sandi.net">acato@sandi.net</a>             | 619-725-8070 |
| Area 4 | Julie Mottershaw  | <a href="mailto:jmottershaw@sandi.net">jmottershaw@sandi.net</a> | 619-725-8018 |
| Area 5 | Carolanne Buguey  | <a href="mailto:cbuguey@sandi.net">cbuguey@sandi.net</a>         | 619-725-8065 |
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APPROVED:



Timothy Asfazadour  
Chief Human Resources Officer

TA:eh  
Attachments (1)

Distribution: Lists D, J

SAN DIEGO UNIFIED SCHOOL DISTRICT  
Human Resource Services Division

AFFIDAVIT TO TEACH TRANSITIONAL KINDERGARTEN

I, \_\_\_\_\_, the undersigned declare as follows:

I am a credentialed teacher and, by initialing below next to the applicable criteria, agree that I meet one, or more, of the requirements for a Transitional Kindergarten assignment at San Diego Unified School District:

- \_\_\_\_\_ Completed at least 24 units in Early Childhood Education (ECE), Child Development, or both;
- \_\_\_\_\_ Hold a Child Development Teacher permit issued by the California Commission on Teacher Credentialing;
- \_\_\_\_\_ Taught at least 75% of an instructional year in Kindergarten and agree to attend three (3) SDUSD Transitional Kindergarten development trainings by August 2020;
- \_\_\_\_\_ Taught Kindergarten for at least five (5) years prior to this assignment.
- \_\_\_\_\_ Taught Transitional Kindergarten in 2015-16 and agree to attend three (3) SDUSD Transitional Kindergarten development trainings by August 2020;

I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

Executed this \_\_\_\_ day of \_\_\_\_\_ 20\_\_, at San Diego, California.

\_\_\_\_\_  
Teacher Signature