NEW HIRE INFORMATION PACKET

2014-2015

Useful Information for you to Keep
PROBATIONARY TEACHER 2 or 1 (TPR2 & TPR1):

Salary Credit
Probationary teachers are paid on the fully credentialed teacher schedule (B6, B7, B8) and given year-for-year credit for full-time teaching experience outside the District up to a maximum allowable step for each salary classification. Credit is also given for up to 60 semester units earned after the BA. The maximum placement for a BA is Step 13, for a BA+30 is Step 12 and for a BA+60 is Step 11. If applicable, please submit SFUSD employment verification forms and/or official transcripts of post-BA course work to the Human Resources Salary Office, 555 Franklin Street, San Francisco, CA 94102 so your salary for the 2014-2015 school year can be adjusted. Salary adjustments become effective the first pay period after the required documents are submitted to Human Resources and verified by Salary Department. Any questions about Salary, please contact 241-6101 ext.3248.

Benefits Eligibility
Your status as a Probationary teacher entitles you to year-round medical, dental, life and long-term disability benefits. Any questions about Benefits, please contact 241-6101 ext.3243 or ext.3389.

Beginning Teacher Support and Assessment - BTSA
If you hold a Preliminary Credential and this is your first or second year of teaching on that credential, you may be required to participate in the district induction program to attain your Professional Clear credential. Any questions about the BTSA program, please contact Caroline Satoda at 379-7723, email satodac@sfusd.edu

TEMPORARY TEACHER (TT):

Salary Credit
Temporary teachers are paid on the fully credentialed teacher schedule (B6, B7, B8) and given year-for-year credit for full-time teaching experience outside the District up to a maximum allowable step for each salary classification. Credit is also given for up to 60 semester units earned after the BA. The maximum placement for a BA is Step 13, for a BA+30 is Step 12 and for a BA+60 is Step 11. If applicable, please submit SFUSD employment verification forms and/or official transcripts of post-BA course work to the Human Resources Salary Office, 555 Franklin Street, San Francisco, CA 94102 so your salary for the 2014-2015 school year can be adjusted. Salary adjustments become effective the first pay period after the required documents are submitted to Human Resources and verified by Salary Department. Any questions about Salary, please contact 241-6101 ext.3248.

Benefits Eligibility
Your status as a Temporary teacher entitles you to medical, dental, life and long-term disability benefits for the duration of your contract. Any questions about Benefits, please contact 241-6101 ext.3243 or ext.3389.

Beginning Teacher Support and Assessment - BTSA
If you hold a Preliminary Credential and this is your first or second year of teaching on that credential and you are the teacher of record, you may be required to participate in the district induction program to attain your Professional Clear credential. Any questions about the BTSA program, please contact Caroline Satoda at 379-7723, email satodac@sfusd.edu
CATEGORICAL TEACHER (CTC)

Salary Credit
Your salary information is the same as for Temporary Teachers. Any questions about Salary, please contact 241-6101 ext.3248.

Benefits Eligibility
Your status as a Categorical teacher entitles you to medical, dental, life and long-term disability benefits for the duration of your contract. Any questions about Benefits, please contact 241-6101 ext.3243 or ext.3389.

Beginning Teacher Support and Assessment - BTSA
If you hold a Preliminary Credential, and have not completed an induction program and are the teacher of record, please see BTSA program information for Probationary Teachers.

INTERN TEACHER (IT):

Salary Credit
Your salary placement is based on the first step of the non-credenzialed Teacher Salary Schedule (C6, C7, C8) plus units earned beyond a Bachelors Degree. Intern teachers are given year-for-year credit for full-time teaching experience outside the District up to a maximum of step 6. If applicable, please submit the District Employment Verification forms with the signature of the Verifying Officer. Any questions about Salary, please contact 241-6101 ext.3248.

Benefits Eligibility
Your status as a university intern teacher entitles you to medical, dental, life and long-term disability benefits for the duration of your contract. Any questions about Benefits, please contact 241-6101 ext.3243 or ext.3389.

Curriculum and Instruction: Teacher Support Participation Requirement
As an Intern, your contract is not valid until you have completed and submitted the Credential Progress Agreement form to the Human Resources Credential Unit. This agreement requires your full and active participation in teacher support activities you must complete and the credential status you must attain by the end of the school year in order to be eligible for future employment by SFUSD. Any questions about this plan and the support provided should be directed to the Credentials Unit 241-6101 ext.3280.

EMERGENCY TEACHER (ET):

Salary Credit
Your salary placement is based on the first step of the non-credenzialed Teachers’ Salary Schedule (C6, C7, C8) plus units earned beyond a Bachelors Degree. No credit is given for previous teaching experience. Any questions about Salary, please contact 241-6101 ext.3248.

Benefits Eligibility
Your status as an emergency teacher entitles you to medical, dental, life and long-term disability benefits for the duration of your contract. Any questions about Benefits, please contact 241-6101 ext.3243 or ext.3389.

Curriculum and Instruction: Teacher Support Participation Requirement
As an ET, your contract is not valid until you have completed and submitted the Credential Progress Agreement form to the Human Resources Credential Unit. This agreement requires your full and active participation in teacher support activities you must complete and the credential status you must attain by the end of the school year in order to be eligible for future employment by SFUSD. It is your responsibility to submit evidence of credential/certification completion to the Human Resources Credentials Unit. Any questions about this plan and the support provided should be directed to the Credentials Unit 241-6101 ext.3280.
### 2014-15 SFUSD Certificated Salary Schedules

<table>
<thead>
<tr>
<th>Position</th>
<th>Credentialed Teacher/ Counselor</th>
<th>Non-Credentialed Teacher/ Counselor</th>
<th>Head Counselor/ Dean</th>
<th>HS Dept Heads/ Content Spec</th>
<th>Psychologists/ Speech Path/ BCBA/ Behavior Analysts</th>
<th>Social Workers/ Nurses/ Child Welfare and Attendance</th>
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**PLEASE NOTE:**
New-hire salary placement is limited to the **non-shaded** areas. The shaded areas represent career increments for SFUSD employees only.

### Notes:
- Employees must submit official transcripts and employment verification to the Salary Office for credit on the salary schedule.
- Annual salaries consist of Regular Pay and QTEA Proposition A Funds. They are listed separately on the paycheck.
- Bonuses: Nat'l Board Cert $5000, Hard-to-Staff Sch $2000, Hard-to-Fill Subj $1000 - Information on Retention and other bonuses can be found at [https://district.sfusd.edu/projects/qtea/default.aspx](https://district.sfusd.edu/projects/qtea/default.aspx) or email to qtea@sfusd.edu
## 2014-15 SFUSD Certificated Salary Schedules for Early Education Teachers

<table>
<thead>
<tr>
<th>Position</th>
<th>School-Age Teachers</th>
<th>Pre-K Teachers</th>
<th>Notes</th>
</tr>
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<tbody>
<tr>
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<td>Job Code 07114</td>
<td>Job Code 0715 or 0807C</td>
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<td>Step/Year of Service/Rating</td>
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<td>with 60 to 90 semester or 90 to 135 quarter units of college credit Grade D1</td>
<td>This schedule is only for Employees who are listed in the UESF Contract Grade D9</td>
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<td>with 91 + semester or 136 + quarter units of college credit Grade D2</td>
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**PLEASE NOTE:**

New-hire salary placement is limited to the non-shaded areas.

The shaded areas represent career increments for SFUSD employees only.

**Notes:** Employees must submit official transcripts and employment verification to the Salary Office for credit on the salary schedule.
Salary Placement Guidelines for K-12 Teachers
Frequently Asked Questions

1. **How is a teacher’s salary determined?**

A teacher’s salary is determined by two factors: (1) classification and (2) rating.

**I. Classification**  
Salary classification is determined by the number of semester units/hours which a teacher has earned beyond a Bachelor's degree. There are three different classifications:

- Classification 6: BA degree
- Classification 7: BA + 30 semester units/hours
- Classification 8: BA + 60 semester units/hours

All teachers will be placed at the **highest classification for which they are qualified**.

**II. Rating:** Salary rating is determined by the number of years of service in the District as well as teaching experience in other school districts or private schools.

A newly-appointed probationary teacher shall receive year-for-year credit for verified outside teaching in full-time permanent or probationary teacher, temporary, categorical, emergency or long-term substitute status. Verified experience for teachers appointed to the area of pupil services shall include service with a public or private agency in a position requiring experience with school-age children and their parents and/or teaching experience. Nutrition education teachers shall receive credit to a maximum of five (5) increments for previous full-time work experience in the field of nutrition.

At the time of probationary appointment, if such teacher has previously served in the San Francisco Unified School District, he/she shall be placed in the appropriate classification and shall be allowed credit for increment purposes on the basis of one (1) increment for each year of service as a regularly assigned teacher.

Newly appointed teachers will be placed at the rating one greater than the number of years of credit. Whenever a “year” is referred to in determining credit for outside or former teaching experience, it is hereby defined as not less than seventy-five percent (75%) of the service which the college or school district in which the instructor or teacher was formerly employed required of regular full-time instructors or teachers. Outside teaching experience in more than one (1) college or school district in any one (1) school year may be combined for granting such outside credit.

The maximum step placement for newly hired teachers on the BA + 30 units...
salary schedule is Step 12. The maximum step placement for newly hired teachers on the BA + 60 units salary schedule is Step 11. Steps beyond these are career increments earned by working for SFUSD.

Non-credential teachers are not entitled to claim outside teaching experience. They place on the first step of the non-credentialed teachers’ salary schedule, plus units/hours earned beyond a Bachelors Degree. However, a non-credential teacher will receive service credit for each year worked in the District.

Intern Teachers. Salary placement is based on the first step of the non-credentialed teachers’ salary schedule, plus units/hours earned beyond a Bachelors Degree. Intern teachers are given year-for-year credit up to maximum for full-time teaching experience outside the District.

2. What are the salary ranges for teachers?

The following salary schedules are attached:
- Credentialed Teachers/Counselors [B]
- Non-Credentialed Teachers (Emergency / Intern) [C]
- Social Workers, Nurses & Supervisors of Child Welfare and Attendance
- Credentialed School Psychologists/Speech Therapists

3. What is the starting salary for newly hired teachers?

All newly-hired
- **credential** teachers are paid at Classification B6, Rating 1, ($47,000)
- **non-credential** teachers are paid at Classification C6, Rating 1 ($39,774).

When transcripts and/or previous employment verification forms are received and verified by the Salary Office, any applicable rate change will be effective on the following month’s paycheck. Per UESF contract, rate changes will not be retroactive.

4. How is it determined where a teacher falls on the salary schedule?

a) First we determine which salary schedule to use:
- Salary schedule B is used for credentialed teachers/counselors; and
- Salary schedule C is used for non-credentialed teachers (emergency / intern).

b) Next we determine the appropriate classification. The number of semester units/hours which a teacher has earned beyond the Bachelor’s Degree determines which classification they belong to. There are three different classifications:

<table>
<thead>
<tr>
<th>Classification</th>
<th>Number of semester units/hours</th>
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</thead>
<tbody>
<tr>
<td>6</td>
<td>BA degree</td>
</tr>
<tr>
<td>7</td>
<td>BA + 30 semester units/hours</td>
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<tr>
<td>8</td>
<td>BA + 60 semester units/hours</td>
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</tbody>
</table>

Credit earned in the following manner will be acceptable for salary classification purposes:
• Accredited university or college courses.
• In-services courses, equivalent to college or university courses, approved in advance for a specified number of units.
• Courses in specialized schools, if approved in advance.
• Teaching an in-service course for which no monetary compensation is given, provided the course is approved in advance, and further, that the number of credits allowable shall not exceed twice the credit granted the participants.

c) Finally, we determine which rating applies.

• **Credential Teachers:** A year of experience will only be accepted for salary purposes if it is verified that at least 75% of the service days required of a full-time teacher in the year claimed were actually worked. Part-time teaching generally does not qualify as creditable outside teaching experience, but outside teaching experience in more than one college or school district in any one school year may be combined for granting credit.

• **Non-credential teachers** are not entitled to claim outside teaching experience.

• **Intern Teachers:** Salary placement is based on the first step of the non-credentialed teachers’ salary schedule, plus units earned beyond a Bachelors Degree. Intern teachers are given year-for-year credit up to maximum step 6 for full-time teaching experience outside the District.

5. **How do I claim units to establish my salary CLASSIFICATION?**

All teachers must submit official transcripts carrying the embossed seal of the degree-granting institution to the SFUSD Salary Office. Photocopies will not be accepted.

Official transcripts are required to verify the Bachelor’s Degree and any units being submitted for the purpose of attaining a higher classification. Credit earned in the following manner will be acceptable for salary classification purposes:

• Accredited university or college courses.
• In-services courses, equivalent to college or university courses, approved in advance for a specified number of units.
• Courses in specialized schools, if approved in advance.
• Teaching an in-service course for which no monetary compensation is given, provided the course is approved in advance, and further, that the number of credits allowable shall not exceed twice the credit granted the participants.

6. **How do I claim teaching experience to establish my salary RATING?**

Prior teaching experience claimed for salary rating purposes must be verified by the former employer(s) on forms provided by the Salary Office (copy attached).

**Non-credential teachers** are not entitled to claim outside teaching experience.
7. **When do I have to submit the documents necessary to establish my salary?**

Credit for outside teaching experience should be submitted as soon as possible in order for the Salary Office to place the teacher on the correct rating on the salary schedule. Ratings will be adjusted prospectively from the time employment verification is received.

Since the Salary Office must finalize pay on the nineteenth (19th) of each month in order to issue pay checks on the last working day of that month, **documents needed for Classification/Rating placement must be submitted to the Salary Office by the 15th of that month.**

8. **How often will I get paid?**

Your annual salary will be divided into 12 equal pay checks. Pay periods run from the 21st of each month through the 20th of the following month. Paydays are as follows:

1. August 31
2. September 30
3. October 31
4. December 2
5. January 2
6. January 31
7. February 28
8. March 31
9. April 30
10. May 31
11. June 30
12. July 31

**July 12**: Pay Day for Summer School and Year End Extended Calendar

If the payday lands on a weekend or other non-work day, you will be paid on the prior Friday.

9. **What if I start in the middle of the school year?**

We will pay you according to the number of days of the school year that you will work. The daily rate of pay is determined by taking the annual salary and dividing by the number of days in the school year (184 e.g.). This total amount will be prorated by the number of paychecks remaining in the year.

**Example:**

Full year annual salary = $50,000 for 184 days
Daily rate = 50,000/184 = $271.74
# Days employee will work = 91 days (January start date)
Earnings for school year = 91 x 271.74 = $24,728.34
5 days paid in January (actual number worked) = 5 x 271.74 = $1358.70
 Remainder of earnings = 24,728.34 – 1358.70 = $23,368.64
 Monthly pay February through July = 23,368.64/6 = $3894.94
**Things You Should Know About Your Salary**

**Your placement on the salary scale** depends on the number of college semester* units you have earned after your Bachelor’s degree and the number of full time, complete school years of experience you have as a credentialed teacher. **It is your responsibility to furnish the Salary Office with verification of these items.** There are no retroactive payments for salary increases. You must submit documentation by the 15th of the month for a change to be effective on the upcoming paycheck.

**To verify units:** Send **official original** transcripts to the Salary Office at 555 Franklin St Rm. 204 SF CA 94102. Copies will not be accepted.

* Units are counted in semesters. If a college/university uses the quarter system, these are converted to semesters at 1.5 quarters = 1 semester. Continuing Education Units (CEU’s) are converted at 1.6 CEU’s = 1 semester unit.

**To verify experience:** Your previous employer must fill out and submit the SFUSD form to the Salary Office. This form is available at the Salary Office or on line at SFUSD.edu > Career Opportunities > Salary and Benefits > Employment Verification Form

**Other Important Information**

- As a new hire to SFUSD, the highest step placement on the B8 scale (BA + 60 units) is Step 11. Higher steps can only be reached by working at SFUSD.
- Emergency teachers cannot claim outside teaching experience
- If you work the entire year, your earnings will be divided into 12 equal monthly installments. You are paid on the last working day of each month, except November and December. They are paid within 3 days of the month end.
- Your earnings are based on your annual rate divided by the number of days in the school year. You earn wages when you are working or using leave time. You do not earn wages for weekends or holidays or other non-work days. Therefore if you start or leave mid-year, you will earn wages according to the number of days worked multiplied by your daily rate of pay.
- Your paycheck will list your grade (salary scale dependent on post-BAC units) and step (years of eligible experience). If your assignment is split between two or more locations, your check will only reflect one of the assignments.
- As an employee, any college courses that you take to advance your salary must be pre-approved by HR. The form can be found at SFUSD.edu > Career Opportunities > Salary and Benefits > Pre-Approval of Credits
- As an employee, any Professional Development that you take to advance your salary must be pre-approved and verified by your advisor. To be eligible, PD forms must be submitted to the Salary Office by June 15th in the school year that the PD was taken. Forms and information can be found at SFUSD.edu > Career Opportunities > Salary and Benefits > Professional Growth Plan
Pre-Approval of Credits  
For  
Salary Classification Change

Per Quality Teachers and Education Act (Prop A) - Effective August 1, 2008, teachers receiving additional salary credit placement for academic units shall have those units reviewed by the Human Resources Department, or District designee, for the purpose of seeing that they advance the subject area or credential of the individual. Academic units determined not to advance the subject or credential area of the individual will not be counted for classification purposes. In cases of dispute, the Chief Administrative Officer or designee shall make the final determination.

Credit earned in the following manner will be acceptable for salary classification purpose and shall be pre-approved in order to receive credit:

- Accredited university or college courses
- In-services courses, equivalent to college or university courses for a specified number of units.
- Courses in specialized schools

All teachers must submit official transcripts carrying the embossed seal of the degree-granting institution to the SFUSD Salary Office. Photocopies will not be accepted. Pre-approval must be obtained before commencement of the course or unpaid professional development activity.

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How does this course further help your professional skills?

Employee Signature:  
Signature:  
Date:

Supervisor’s Acknowledgment:  
Name/Title:  
Signature:  
Date:

Comments:  

Fax completed form to Human Resources at 415-241-6147 or mail to Human Resources, SFUSD, 555 Franklin Street, San Francisco, CA 94102

--FOR HUMAN RESOURCES USE ONLY--

Reviewed by:  
Name/Title:  
Signature:  
Date:
1. I have obtained my teaching certification from another state, how do I apply for a California (CA) teaching credential?
   A teacher may apply for a CA teaching credential based upon verification of the following minimum requirements:
   
   - Bachelor’s or higher degree issued by a regionally accredited college or university.
   
   - Teacher preparation program including student teaching with a grade “C” or better from a regionally accredited institution.
   
   - Issued a comparable teaching credential (front and back of the document) from another state.
   
   - Satisfy the basic skills requirement. For more information visit [http://www.ctc.ca.gov/credentials/leaflets/cl667.pdf](http://www.ctc.ca.gov/credentials/leaflets/cl667.pdf) for more information.
   
   You may apply directly to the California Commission on Teacher Credentialing (CTC before you are employed in CA). Refer to their website at [http://www.ctc.ca.gov/credentials/out-of-state.html](http://www.ctc.ca.gov/credentials/out-of-state.html) for complete instructions and application forms.

2. My teaching credential authorizes me to teach K-12, what position can I apply for?
   
   a. Multiple Subject credentials authorize Self-contained classroom generally at the elementary level and Core in (two or more subjects for two or more periods per day to the same group of pupils) at the middle school level.
   
   a. Single Subject credentials authorize departmentalized classes (middle and high schools)
   
   b. Education Specialists credentials authorize instruction to students identified through IEP as requiring Special Education services and are issued in specific specialized areas such as Mild/Moderate disabilities, Moderate Severe, Deaf and Hard of Hearing, Visual Impairments, Physical and Health Impairments and Early Childhood Special Education.

3. If my credential has not been granted by the California Commission on Teacher Credentialing (CTC) can I start teaching if I have been selected for employment with SFUSD?
   
   You must have one of the following submitted with the SFUSD Human Resources Credential Office:
   
   - Application for a California credential through the SFUSD Human Resources Credential Office with the required official transcripts, processing fees, live scan fingerprints, test results, out of state teacher’s license, basic skills requirement, etc.
   
   - Proof of a pending credential application with the CTC and copies of your credential packet.
4. **I do not have a teaching credential yet; can I be considered for a teaching position?**

SFUSD will consider hiring non-credentialed teachers only in shortage areas such as in Special Education, Math, Science (Chemistry and Physics), and Bilingual Education (Spanish, Mandarin and Cantonese). Should an individual without a teaching credential be offered a teaching position in a shortage area they would be required to apply for a one year teaching permit (Short Term Staff Permit or Provisional Intern Permit) and be admitted to a university teaching credential program. The teaching permits are applied through the district’s Human Resources Credential Office.

The following are basic requirements that must be met before being hired:

- Possession of a baccalaureate degree from a regionally accredited college or university verified by official transcripts.


- For special education positions complete the requirements for the Single or Multiple Teaching Credential or a minimum of 3 years of full time special education teaching experience or 9 semester units in special education coursework or in a combination of special ed and regular ed.

- For single subject areas a degree major or 18 semester units of coursework in the single subject area (Math, Physics, Chemistry) or passage of the California Subject Examinations for Teachers (CSET) single subject matter exam. For more information visit [www.cset.nesinc.com](http://www.cset.nesinc.com).

- For Bilingual Education the minimum is current enrollment in a Multiple Subjects teaching credential program and passage of the university’s bilingual exam.

- Apply for a teaching permit with a permit application form, processing fees, live scan fingerprints, test results, official university transcripts through the district’s Human Resources Credential Office.

5. **What is an English Language Learner Authorization as known as CLAD certification?**

An English Learner Authorization is required by SFUSD to teach and serve students that are English Language Learners. This authorization is based on the rights and needs of the students to an appropriate education. If you are a teacher from out of state and do not have this certification, you will need to apply for a one-year Emergency CLAD permit and **immediately begin a program for English Learner Authorization**. The one-year emergency permits are applied through the district’s Human Resources Credential Office.
6. **How do I obtain an English Learner Authorization?**
   In order to obtain an English Learner Authorization one of the following would need to be completed:
   
   - Pass the California Teacher of English Learner (CTEL) examination (three subtests). For more information visit: [www.ctcexams.nesinc.com](http://www.ctcexams.nesinc.com).
   - Complete university coursework, for a complete list of approved CTEL programs/universities go to [http://www.ctc.ca.gov/credentials/CREDS/english-learners.html](http://www.ctc.ca.gov/credentials/CREDS/english-learners.html) and Commission Approved CTEL Programs [http://134.186.81.79/fmi/xsl/CTC_apm/recordlist_SCC clad.html](http://134.186.81.79/fmi/xsl/CTC_apm/recordlist_SCC clad.html)
   - Combination of CTEL exam and CTEL university coursework. Pass 1 or 2 CTEL exam subtests and complete the balance through CTEL university coursework. For more information go to [http://www.ctc.ca.gov/credentials/CREDS/CTEL-Programs-with-Exam-Alignment-Plan.pdf](http://www.ctc.ca.gov/credentials/CREDS/CTEL-Programs-with-Exam-Alignment-Plan.pdf)
   - Out-of-state teacher with English Learner Authorization can obtain the CLAD certification based upon out-of-state English Learner certification.

   Information and other options from CTC on English Learner Authorization is at [http://www.ctc.ca.gov/credentials/leaflets/cl628c.pdf](http://www.ctc.ca.gov/credentials/leaflets/cl628c.pdf)

7. **I have a Preliminary credential, how do I “clear” my credential?**
   Prior to the expiration of a Preliminary credential, the teacher is expected to complete specific requirements to move to the next level of credential titled Clear. Review your CA credential to determine your credential requirements by going to CTC’s website to “Search for an Educator's Credential, Certificate and/or Permit”
   

   If Induction is required, SFUSD has a 2-year Induction program for district teachers with Multiple and Single subject credentials. You can contact Ms. Caroline Satoda, Supervisor Academics and Professional Development at [satodac@sfusd.edu](mailto:satodac@sfusd.edu) (415) 379-7723 for program information and to enroll. If you are unsure of your requirements, please contact CTC or SFUSD’s credential office.

8. **How do I renew my Clear teaching credential?**
   CTC has an online credential renewal process at [http://www.ctc.ca.gov/credentials/online-services/default.html](http://www.ctc.ca.gov/credentials/online-services/default.html)

   The district recommends to renew your credential at least 2 months prior to its expiration.
9. **How do I obtain Bilingual Authorization also known as BCLAD?**
   Passage of the California Subject Examinations for Teachers (CSET) website [www.cset.nesinc.com](http://www.cset.nesinc.com):
   - Subtest II or III assesses Language and Communication Skills
   - Subtest IV assesses Methodology of Bilingual Education
   - Subtest V assesses Bilingual Cultural Knowledge

   There are additional options to obtain BCLAD authorization. You must also have an English Learner Authorization such as CLAD and a valid teaching credential.

   Information and other options from CTC on Bilingual Authorization is at [http://www.ctc.ca.gov/credentials/leaflets/cl628b.pdf](http://www.ctc.ca.gov/credentials/leaflets/cl628b.pdf)

10. **I have a teaching credential in one area, how do I obtain a credential in another?**
    Depending on your current credential:
    - If you have a Single Subject in a subject area and want to add another subject, you will need to meet subject matter competency in the new subject area and complete a departmentalized methodology course(s) in the new subject area.
    - If you have a Multiple Subject and want to obtain a Single Subject, you will have to meet subject matter competency and complete a departmentalized methodology course(s).
    - Information and other options from CTC on Adding Authorizations to Multiple or Single Subject Teaching Credentials is at [http://www.ctc.ca.gov/credentials/leaflets/cl621a.pdf](http://www.ctc.ca.gov/credentials/leaflets/cl621a.pdf)

11. **I have a special education teaching credential in one area, how do I obtain an added authorization in a specialty area?**
    Complete a special education specialty area through a commission – approved program.

    Information from CTC on Added Authorizations in Special Education (AASE) is at [http://www.ctc.ca.gov/credentials/leaflets/cl890.pdf](http://www.ctc.ca.gov/credentials/leaflets/cl890.pdf)

12. **What are the examinations for teachers?**
    The most commonly used are:
    - [California Basic Educational Skills Test (CBEST)](http://www.csm.k12.ca.us/cbest/)
    - [California Subject Examinations for Teachers (CSET)](http://www.ctc.ca.gov/credentials/CAW-exams.html)
    - [California Teachers of English Learners (CTEL)](http://www.ctc.ca.gov/credentials/CAW-exams.html)
    - [Reading Instruction Competence Assessment (RICA)](http://www.ctc.ca.gov/credentials/CAW-exams.html)

   Information and other examinations from CTC is at [http://www.ctc.ca.gov/credentials/CAW-exams.html](http://www.ctc.ca.gov/credentials/CAW-exams.html)
13. How do I contact the California Commission on Teacher Credentialing (CTC)?

Visit their website at [www.ctc.ca.gov](http://www.ctc.ca.gov)
Email credentials@ctc.ca.gov

14. How do I contact the SFUSD’s Credential Office?

The Credential Office is located within Human Resources at the SFUSD main office. Office hours are 8:00 am to 5:00 pm and the Credential Office staff can be reached via email, phone or by scheduled appointment.

Contact Information:
Human Resources Department, 2nd floor
555 Franklin Street San Francisco, CA 94102
Telephone: (415) 241-6101
Fax: (415) 241-6147

[credentials@sfusd.edu](mailto:credentials@sfusd.edu)
APLE Program Details

The Assumption Program of Loans for Education (APLE), a State program designed for students who are entering the teaching profession, enables students who are enrolled in a program leading to an initial teaching credential to have educational loans assumed by the California Student Aid Commission.

The basic APLE program assumes up to $11,000 in educational loans in association with four consecutive years of full-time teaching in a designated teacher shortage field in an eligible California's K-12 public school. To be eligible to participate in the APLE program, an individual is required to teach in any one of the following:

- A designated teacher shortage field, which includes any of the following: Mathematics, Science, English and Language Arts, Foreign Language and Special Education.
- Schools serving a large population of students from low-income families,
- Low-performing schools, defined as those in the bottom 50 percentile of the Academic Performance Index (API),
- Schools having a high percentage of teachers holding emergency permits,
- Schools serving rural areas,
- State Special Schools.

APLE participants who teach in mathematics, science, or special education may receive both the basic $11,000 and up to $1,000 of additional loan assumption during each of four years. Another $1,000 of benefits may be received in each of the four years by individuals teaching mathematics, science or special education in a school ranked in the lowest 20 percentile of the State’s API, resulting in a maximum of $19,000 in loan assumption benefits.

The APLE program will assume educational loans that were incurred to meet the costs associated with obtaining a baccalaureate degree or an initial teaching credential through (a) one or more of the primary federal student loan programs or (b) institutional educational loans. For further information, please visit the California Student Aid Commission APLE Website at http://www.csac.ca.gov. It contains additional program information and all applications.

Free Application for Federal Student Aid (FAFSA) & Grants

Federal Pell Grants (usually awarded only to undergraduate students) can be received in cases by a student enrolled in a post-baccalaureate teacher certification program. Pell Grants are considered a foundation of federal financial aid, to which aid from other federal and nonfederal sources might be added. INFORMATION AND APPLICATION PROCEDURES AT www.fafsa.ed.gov

CAL Grants: The California Student Aid Commission CSAC offers Cal Grants for students pursuing an undergraduate degree and for students who have been accepted into a preliminary teaching credential program. INFORMATION AND APPLICATION PROCEDURES AT www.csac.ca.gov
Housing Assistance for SFUSD Teachers

San Francisco City and County Programs

The Mayor's Office of Housing administers several first time homebuyer programs available to teachers in the San Francisco Unified School District. Depending on long-term financial goals, these programs can help you become a homeowner and build financial security through homeownership. The Mayor's Office of Housing also funds several agencies that provide counseling to first time homebuyers about all programs available, including those at the Mayor's Office of Housing (MOH).

Programs administered by MOH available to Teachers:

Below Market Rate or Restricted Units (BMRs) These units are price restricted to be affordable to households at 100% of the area median income. They are in all neighborhoods and sizes. They are available through a lottery when they are first built, or upon resale. Their resale price is also restricted to keep them affordable.

Down Payment Assistance Loan Program (DALP) This program makes down payment loans with no monthly payments or interest to households up to 100% of area median income. They are for the purchase of any single family unit in the City except for BMRs. Repayment of this loan is upon sale of the house of refinance to cash out, and repayment requires paying back a share of the appreciation (profit) along with the original loan.

Mortgage Credit Certificate Program (MCC) This is an extra tax credit (15%), that increases your purchasing power.

Teacher Next Door Program (TND) This Program provides Downpayment Assistance loans to credentialed Teachers employed by the San Francisco Unified School District. The loans are forgivable according to the years of service the teacher remains in the school district. To be eligible for a TND loan, a borrower must be a current credentialed SFUSD teacher and have a combined household income of no more than 200% of the AMI of SFMA. The TND loan is for the purchase of the teacher's first property in San Francisco. The property must serve as the teacher's principal residence (be owner occupied).

American Dream Down-payment Initiative (ADDI) Also a Downpayment assistance loan that works like the DALP (see above).

City Second Program These units are priced at the market rate in selected buildings around the City, but they have a silent second mortgage with no interest and no monthly payments to subsidize the purchase. They are available to households earning up to 120% or the area median income. When sold, the borrower must pay back the original loan plus a share of the appreciation (profit).
Condominium Conversion Program These units are price restricted and found in all neighborhoods around the City. They are available for moderate-income households.

A certificate of completion from a home-buyer counseling course is required for most programs and highly encouraged for all. Classes are held regularly through our network of homebuyer counseling agencies. For any information regarding first time homebuyer opportunities available to teachers and staff at the SFSU, please visit our website at www.sfgov.org/moh or contact Myrna Melgar at 701-5531.

Counseling Agencies:
Asian, Inc.
1670 Pine Street
San Francisco, CA 94109
(415) 928-5910
Nobby Cheng
ncheng@asianinc.org

San Francisco Housing Development Corporation
5266 3rd Street
San Francisco, CA 94124-3117
(415) 822-1022
Sheena Kho
sheena@sfhdc.org
Mission Economic Development Association
3505 20th Street
San Francisco, CA 94110
(415) 282-3334 Ext. 12
Jane Duong
jduong@medasf.org

San Francisco Urban Housing and Development Co.
600 Haight Street
San Francisco, CA 94117
(415) 252-0949
Karla Parker
kpark@urbanhdc.org
San Francisco Consumer Credit Counseling Service
150 Post Street, 5th Floor
San Francisco, CA 94108
(415) 788-0288 Ext. 109
Rick Harper
rharp@cccssf.org

California Housing Finance Agency (Cal HFA) Offers lower than market rate 1st mortgages to low and moderate income first time homebuyers through participating lenders. Additionally, teachers in low-performing schools get access to extra lower interest loans.
For more information visit http://www.calhfa.ca.gov/

Federal Home Loan Bank WISH program Offers 3-1 matching grants to low income first time homebuyers for down payment and closing costs through participating lenders

Acorn Offers lower than market 1st mortgages for low and moderate income homebuyers through special arrangements with selected lenders. Information about these programs is available at www.sfgov.org/moh and also to homebuyer counseling participants.

California State Program for Teachers in High Priority Schools: ECTP The Extra Credit Teacher Program (ECTP) is designed to make homeownership a possibility for eligible teachers, administrators, classified employees and staff members working in high priority schools in California. The ECTP is intended to help high priority schools attract and retain education professionals by offering an incentive in the form of down payment assistance for the purchase of a home anywhere in California. For more information visit http://www.calhfa.ca.gov/
Technology Acceptable Use and Security Policy

The Technology Acceptable Use and Security Policy (“policy”) applies to all SFUSD employees and any other person or entity granted access to or use of the District’s computer network and facilities, whether or not employed by the District (“Users”). To gain access to District computers, facilities, network, software applications, and the Internet, Users must review and agree to abide by the terms of this SFUSD Technology Acceptable Use and Security Policy.

1. Educational and Business Objectives
District computers, networks, software applications, electronic mail, voice mail and other computer, electronic and telecommunication technologies and facilities are to be used solely for SFUSD business and educational purposes.

2. SFUSD Property
All technology devices, software, and equipment configurations are owned by the San Francisco Unified School District. All files stored on SFUSD equipment and back-up devices are considered to be property of the SFUSD, and materials developed by staff in the course of carrying out their professional responsibilities on District time shall be the property of SFUSD. All equipment, software and business files must be returned immediately upon termination of employment.

Neither the hardware nor software configuration can be changed without specific permission from the Information Technology Department. Examples of changes requiring authorization include: installing new software or hardware, formatting a hard drive, adding new drivers. To request a change, submit a Service Request to the Information Technology Department. Any intentional damage to the configuration of equipment may result in appropriate disciplinary actions.

If the technology issued to a User is stolen, whether on SFUSD property, or in the User’s personal possession, the User is responsible to immediately notify the police and a copy of the report must be submitted to the proper SFUSD personnel. All required equipment and software repairs should be reported to the Help Desk through the Service Request System and repaired only by authorized SFUSD personnel.

3. Use is a Privilege
Use of the District’s computing and networking resources is a privilege. The SFUSD and the individual schools reserve the right to restrict or terminate network and internet access at any time.

4. SFUSD Email
SFUSD employees must exclusively use their SFUSD-provided email account (@sfusd.edu) for email correspondence related to SFUSD business or student/educational information. Employees may not use personal email accounts or private websites for communication and interaction with students, parents and the community that relate to district/school/student matters.
5. No Expectation of Privacy

Users of the SFUSD Computer Network System (including but not limited to email and the internet) have no explicit or implicit expectation of privacy. Any or all uses of the system and all files on the system may be intercepted, recorded, monitored, copied, deleted, audited, inspected and disclosed to authorized personnel as well as any other person or entity permitted access under the law. SFUSD shall cooperate with law enforcement agencies investigating illegal activity on the SFUSD network. Unless otherwise stated, submission of a HelpDesk call or Service Request will authorize technicians to access individual’s e-mail or files as it may be necessary for technical support personnel to review the information during the course of problem resolution.

6. User Back-up

It is the user’s responsibility to back up critical business data and files.

7. Internet Service Providers

While on an SFUSD site, staff must access the Internet only through the SFUSD’s network. All Internet traffic must pass through the SFUSD network where access controls and related security mechanisms will be applied. Staff may not use any service to bypass the SFUSD network, security mechanism, or content filtering policies.

8. Safety

Sharing of personal information via the internet such as name, address, and phone number, can compromise personal safety. Privacy cannot be guaranteed in a network environment.

9. Confidentiality of Information

SFUSD staff may have access to information which is confidential. SFUSD requires that staff maintain absolute confidentiality in all electronic student, employee, and application matters. Access to confidential information regarding district staff or students is authorized only when staff have a legitimate business need to access the information to fulfill his or her professional responsibility, and for which they have been explicitly authorized to access. Unauthorized access to or dissemination of confidential information shall be grounds for discipline up to and including termination.

10. Liability

The SFUSD makes no assurances of any kind, expressed or implied, regarding any computer or internet services provided.

11. Appropriateness of Materials

Access to the Internet provides opportunities for staff and students to explore resources outside of the walls of their schools or offices. The SFUSD acknowledges the fact that inappropriate materials exist and will make what it judges to be reasonable and appropriate efforts to avoid such materials, including the use of filtering software. However, no software or appliance can filter out all materials that are inappropriate or unacceptable for academic purposes and it should be clearly understood by all staff, students, and students’ parents/guardians that intentional access to such material, in any form, is strictly forbidden. The network is designed to achieve and support the SFUSD’s business and instructional goals and any information that does not support the goals is to be avoided. If a staff or student unintentionally accesses such information while doing legitimate research, he/she
should contact the person responsible for technology at his/her site for appropriate action. It is the responsibility of all users, staff and students, to ensure that SFUSD computers, the network, and the internet are being used for educational or SFUSD business purposes.

12. Copyright
Unless it is otherwise stated, Users should assume that all materials on the internet, including web sites and graphics, are copyrighted. Existing copyright guidelines, such as those involving photocopying, multimedia, and fair use, apply. Copyrighted material shall be posted online only in accordance with applicable copyright laws. Staff and students may not copy software on any SFUSD computer and may not bring software from outside sources for use on SFUSD equipment without the prior approval of the Information Technology Department or its designee. The District shall not be responsible or liable for unauthorized use or distribution of copyrighted materials and reserves the right to seek indemnification from the user for the inappropriate use, distribution or possession of copyrighted material on the District computers or network facilities.

13. User Accounts and Passwords
-A User in whose name a network account is issued is responsible at all times for its proper use, and such User shall access the system only under the account number that has been assigned to him/her.
-Passwords must never be shared. To share a User ID or password exposes the authorized User to responsibility for actions the other party takes with the password and ID.
-Users must take reasonable steps to ensure the security/privacy of their passwords, including changing the password periodically, selecting a password that is complex and known only to the User, and never displaying the password in a public place.

14. Security
-Users may not make arrangements for, or complete the installation of, any physical or logical connection, nor make alterations to the existing SFUSD network unless approved by the Information Technology Department. This includes connecting computers, servers, network electronics or other network enabled devices to the SFUSD’s network.
-Users may not establish any physical or logical network connection that could allow users to gain unauthorized access to the SFUSD’s systems and information. This includes the establishment of multi-computer file systems, web services, internet, and FTP servers.
-Users may not establish any unauthorized server or file sharing mechanism, including, but not limited to, intranet servers, electronic bulletin boards, instant messaging, local area networks, modem connections to existing networks, or multi-user systems for communicating information.
-No proxies or personal firewalls are allowed.

15. Use of Wireless Devices
PDAs, Pocket PCs, cellular phones, and other wireless devices that can contain sensitive information must be secured in the same manner as desktop and laptop computers. These devices will be issued and returned according to SFUSD equipment procedures. If equipment issued to a user is lost or stolen, it is the User’s responsibility to report the loss immediately. Failure to take reasonable and appropriate steps to secure sensitive
information shall be grounds for discipline, including possible termination.

16. Appropriate Behavior
Staff members are responsible for appropriate behavior on the SFUSD’s computers, business systems, network, and the internet, and must adhere to all relevant federal, state, and local laws, as well as SFUSD policies and procedures.

17. Staff Working with Students
Employees working with students are responsible for supervising, at all times, students’ use of SFUSD technology. Employees must enforce the Acceptable Use Policy with students under their supervision.

18. Consequences of Violations - Disciplinary Action
Any violation of the requirements and guidelines in the Acceptable Use Policy may be cause for restriction or revocation of network access privileges. Said revocation will not inhibit the District’s authority to impose disciplinary action as deemed appropriate, up to and including termination. If a staff member is accused of any of the violations listed above, he/she has all of the rights and privileges that a staff member would have if he/she were subject to any other type of disciplinary action. Users assume personal responsibility and liability, both civil and criminal, for uses of the network not authorized by this policy and the SFUSD’s guidelines. The district does not sanction any use of its computer systems or the internet that is not authorized by or conducted strictly in compliance with this policy. The SFUSD retains the right to remove from its information systems any material it views as offensive or potentially illegal.

Signature Required in New Hire Personnel Packet
**Please note that the holiday for President’s Day (Feb. 16) has been moved to Friday, Feb. 20 due to Lunar New Year falling on the preceding Thursday to give students a four-day weekend.**
"Beginning Teacher Support and Assessment (BTSA)" is an induction program, co-sponsored by the California Department of Education (CDE) and the Commission on Teacher Credentialing (CCTC) designed to support the professional development of newly-credentialed, beginning teachers and fulfill the requirements for the California Clear General Education Multiple and Single Subjects Credentials. The program provides formative assessment, individualized support and advanced content for beginning classroom teachers with Preliminary General Education Credentials, and is the preferred pathway to a California Clear General Education Teaching Credential.

San Francisco Unified's BTSA/Induction Program is designed to provide specific professional development and individualized coaching based on the California Standards for the Teaching Profession (CSTP) and California Induction Standards. BTSA/Induction participants will receive two years of targeted coaching and formative assessment provided by an experienced and trained Support Provider. In addition, Support Providers guide participating teachers through cycles of inquiry to demonstrate how to use formative assessment tools to drive instruction and increase student instruction. Participating teachers maintain weekly contact and meet bi-weekly to reflect upon teaching strategies, analyze student work and data and complete formative assessment tools. At the end of each school year, in May, participating teachers present a professional portfolio, highlighting their work and reflection on the induction and teaching standards for that year.

Program Purposes/Objectives:

- Provide an effective transition into the teaching career for first- and second-year teachers in California
- Improve the educational performance of students through improved training, information, and assistance for participating teachers
- Enable beginning teachers to be effective in teaching students who are culturally, linguistically, and academically diverse
- Ensure the professional success and retention of new teachers
- Ensure that a support provider provides intensive individualized support and assistance to each participating beginning teacher, based on his/her professional growth needs
- Ensure that an individual induction plan is in place for each participating beginning teacher and is based on an ongoing assessment of the development of the beginning teacher
- Ensure continuous program improvement through ongoing research, development, and evaluation

- For BTSA/Induction program questions and to enroll, contact:
  - Caroline Satoda, BTSA/Induction Supervisor, at Satodac@sfusd.edu
  - Vanessa Hutchinson-Szekely, BTSA/Induction Teacher on Special Assignment, at Hutchinson-szekelyv@sfusd.edu
  - Dinorah Robleto-Rueda, BTSA/Induction Administrative Assistant, at Robleto-RuedaD@sfusd.edu

- For CA credentialing questions, contact:
  - Annette Minafo at MinafoA@sfusd.edu
Beginning Teacher Support and Assessment/Induction:

Frequently Asked BTSA/Induction Questions:

Who is eligible to participate?
• Teachers with CA General Ed Preliminary Credentials (Multiple or Single Subject). This includes classroom as well as non-classroom teachers (IRFs, TSAs: Content Specialist, Instructional Coaches, etc…)

Who can enroll?
• Enrollment is limited due to funding. Priority goes to current Year 2 BTSA/Induction teachers, the previous year’s wait list, and to full-time classroom teachers.

Is this program required?
• Most teachers with a General Education Multiple subject/Single subject Preliminary Credential must complete a CA approved induction program (teachers may check www.ctc.ca.gov to confirm, or contact an SFUSD credential analyst).

What is the goal of this program?
• To develop teachers to regularly reflect on their practice towards professional growth goals.
• To guide teachers to use that reflection to increase student achievement.
• To provide beginning teachers with quality mentoring and support in their first years of teaching.
• To recommend successful eligible teachers for a CA General Education Clear credential.

What are the program elements?
• Complete an Orientation.
• Collaborate (on a weekly basis) with an assigned support provider and compile a portfolio of this work.
• Submit a portfolio at the end of the school year.

Where do I learn more about SFUSD’s BTSA/Induction program?
• Visit our website: www.sfusdbtsa.org

Where do I learn more about the California BTSA Induction program?
• Visit the website at: http://www.btsa.ca.gov