

OFFICE OF THE SUPERINTENDENT

Millburn Public Schools

INFORMATION ITEM

November 3, 2010

To: Board of Education Members

From: Ellen E. Mauer, PhD

Subject: First Reading-Teacher Qualifications-5:190

This policy is updated to reflect a name change from "Certification" to "Teacher Qualifications." It also gives detailed information regarding certification, how it is to be provided, and adds in language regarding the "highly qualified" requirements from NCLB. It also goes into how the compliance should be monitored.

We ask that you use this as your first reading period and then put this on the next BOE meeting agenda for a second reading and approval.

## Professional Personnel

### Teacher Qualifications <sup>1</sup>

A teacher, as the term is used in this policy, refers to a District employee who is required to be certified under State law. <sup>2</sup> The following qualifications apply:

1. Each teacher must: <sup>3</sup>
  - a. Have a valid Illinois certificate that legally qualifies the teacher for the duties for which the teacher is employed.
  - b. Provide the District Office with a complete transcript of credits earned in institutions of higher education.
  - c. On or before September 1 of each year, unless otherwise provided in an applicable collective bargaining agreement, provide the District Office with a transcript of any credits earned since the date the last transcript was filed.
  - d. Notify the Superintendent of any change in the teacher's transcript.
2. All teachers with primary responsibility for instructing students in the core academic subject areas (science, the arts, reading or language arts, English, history, civics and government, economics, geography, foreign language, and mathematics) must be *highly qualified* for those assignments as determined by State and federal law. <sup>4</sup>

The Superintendent or designee shall:

1. Monitor compliance with State and federal law requirements that teachers be appropriately certified and *highly qualified* for their assignments; <sup>5</sup>
2. Through incentives for voluntary transfers, professional development, recruiting programs, or other effective strategies, ensure that minority students and students from low-income families are not taught at higher rates than other students by unqualified, out-of-field, or inexperienced teachers; and <sup>6</sup>

**The footnotes are not intended to be part of the adopted policy; they should be removed before the policy is adopted.**

<sup>1</sup> State or federal law controls this policy's content. This policy contains an item on which collective bargaining may be required. Any policy that impacts upon wages, hours, and terms and conditions of employment, is subject to collective bargaining upon request by the employee representative, even if the policy involves an inherent managerial right. This policy concerns an area in which the law is unsettled.

<sup>2</sup> 105 ILCS 5/21-0.01 et seq.; 23 Ill.Admin.Code §1.610 et seq., §1.705 et seq. and Part 25. School boards may participate in the Illinois Teacher Corps, 105 ILCS 5/21-11.4.

<sup>3</sup> Subparagraph 1a is required for all teachers by 105 ILCS 5/21-1. Certification requirements and qualifications are in 105 ILCS 5/21-1 and 23 Ill.Admin.Code §1.610 et seq., §1.705 et seq. and Part 25 (teachers are no longer certified in any course subjects in which they earn grades lower than a "C" in college). The types of certificates are listed in 105 ILCS 5/21-2. Part-time provisional certificates issued to professionals and craftsmen are addressed in 105 ILCS 5/21-10. ISBE's *Educator's Certification System* (ECS) is a web-based system that allows educators and district administrators access to certification data from ISBE's Teacher Certification Information System (TCIS). See [www.isbe.net/ECS/](http://www.isbe.net/ECS/).

Subparagraph 1b and 1c are required of all teachers by 105 ILCS 5/24-23, amended by P.A. 96-998. Some boards add the word "official" to the phrase, "complete official transcript of credits."

Subparagraph 1d is not required, but informs the superintendent when a teacher should change lanes on the salary schedule.

<sup>4</sup> 20 U.S.C. §6319; 34 C.F.R. §200.55; 23 Ill. Admin.Code Part 25, Appendix D. ISBE's website contains numerous resources on *highly qualified* requirements and determinations; see [www.isbe.net/nclb/htmls/edquality.htm](http://www.isbe.net/nclb/htmls/edquality.htm).

<sup>5</sup> 20 U.S.C. §6319(a)(3); 34 C.F.R. §200.57(b).

<sup>6</sup> 34 C.F.R. §200.57(b)(2).

3. Ensure parents/guardians of students in schools receiving Title I funds are notified: (a) of their right to request their students' classroom teachers' professional qualifications, and (b) whenever their child is assigned to, or has been taught for 4 or more consecutive weeks by, a teacher who is not *highly qualified*.<sup>7</sup>

LEGAL REF.: 20 U.S.C. §6319.  
34 C.F.R §200.55, 56, 57, and 61.  
105 ILCS 5/10-20.15, 5/21-1, 5/21-10, 5/21-11.4, and 5/24-23.  
23 Ill.Admin.Code §1.610 et seq., §1.705 et seq., and Part 25.

CROSS REF.: 6:170 (Title I Programs)

---

The footnotes are not intended to be part of the adopted policy; they should be removed before the policy is adopted.

<sup>7</sup> 20 U.S.C. §6311(h)(6); 34 C.F.R. §200.61.

## **Professional Personnel**

### **Certification**

Each certified staff member must have a current Illinois certificate which legally qualifies him or her for the duties for which he or she is employed. The staff member shall be responsible for securing and maintaining a valid certificate.

Each teacher shall have a valid proof of certification and a current receipt showing certificate registration in the District's central office no later than the end of the first week of school, each school year. On or before each July 1, each teacher must have a complete, up-to-date set of college transcripts, including any new credits, on file with the Superintendent. The teacher shall notify the Superintendent of a certification change within 30 days after it has occurred.

LEGAL REF.: 105 ILCS 5/10-20.15, 5/21-1, 5/21-10, 5/21-11.4, and 5/24-23.

23 Ill. Admin. Code § 1.620.

ADOPTED: May 20, 2002