

## Personnel

**SUBJECT: CERTIFICATION AND QUALIFICATIONS**

The following provisions will govern certification and qualifications of District personnel:

- a) In accordance with applicable statutes, Rules of the Board of Regents, and the Commissioner's regulations, each employee whose employment requires certification or other licensure must inform the Superintendent immediately of any change in the status of his or her certification or licensure. The changes include, but are not limited to, the granting, revocation, upgrading, expiration, conversion, and/or extension of these documents as to their periods of validity or their titles.
- b) Commissioner's regulations extend the expiration dates for various certificate holders engaged in active military service for the period of active service and an additional 12 months from the end of such service. The regulations also reduce the professional development requirements for certification holders called to active duty for the time of such active service.
- c) The original certificates and/or licenses must be presented for examination and copying in the Office of the Superintendent as soon as they are available to the employee. The copies will be maintained in the employee's personnel file in support of the legitimate employment of each affected employee. The failure of any employee to possess the required certification or other licensure may result in the discharge of that employee.
- d) Whether or not the District verifies an individual's certification or licensure does not waive the responsibility of the employee to maintain what is required for his or her assignment.

**Qualifications of Teachers**

- a) The District must ensure that all newly hired teachers in Title I programs who teach core academic subjects are highly qualified per the Commissioner's regulations. The term "core academic subjects" means English, reading or language arts, mathematics, science, foreign languages, civics and government, economics, arts, history, and geography. A "highly qualified" teacher is one who has obtained full state certification as a teacher, or has passed the state teacher licensing examination, holds a license to teach in the state and has at least a bachelor's degree, and also must show subject matter competency in the subjects they teach.
- b) The District is also required to provide to teachers who are not new to the profession the opportunity to meet the requirement to be highly qualified, in part, through passing a High Objective Uniform State Standard of Evaluation (HOUSSE). The HOUSSE will be an evaluation, prescribed by the New York State Education Department and conducted locally either during a pre-employment review or at the time of an Annual Professional Performance Review (APPR), that enables a teacher who is beyond the first year of teaching to demonstrate subject matter competency in all core academic subjects that the teacher teaches. The evaluation will be based upon objective, coherent information as prescribed by the department, and will include, but not be limited to, information on the teacher's education, credentials, professional experience, and professional development.

(Continued)

## Personnel

**SUBJECT: CERTIFICATION AND QUALIFICATIONS (Cont'd.)**

- c) The District must ensure that a candidate for a teaching certificate or license as a special education teacher will, in addition to all other certification or licensing requirements, have completed enhanced course work or training in the area of children with autism.
- d) Enhanced training in the needs of autistic children must also be completed by each certified school administrator or supervisor assigned to serve as a special education administrator. This training must be provided prior to, or as soon as practicable following, assignment as a special education administrator. The enhanced course work or training must be obtained from an institution or provider approved by the department except that a school district or a Board of Cooperative Educational Services (BOCES) may provide this training as part of its professional development program.

**Parent Notification**

The District is required to provide parents, upon request, with specific information about the professional qualifications of their children's classroom teachers. The following will be provided by the District upon these requests:

- a) If the teacher has met New York State qualifications and licensing criteria for the grade levels and subject areas he or she teaches;
- b) Whether the teacher is teaching under emergency or other provisional status through which the state qualification or licensing criteria have been waived;
- c) The teacher's college major; whether the teacher has any advanced degrees and, if so, the subject of the degrees; and
- d) If the child is provided services by any instructional aides or similar paraprofessionals and, if so, their qualifications.

All requests will be honored in a timely manner.

20 USC § 7801(23)  
34 CFR §§ 200.55 and 200.56  
Education Law §§ 210, 305, 3001, 3001-a, 3004, 3006 and 3008  
8 NYCRR Subparts 57-3, 80-1, 80-2, 80-3, 80.4, and 80.5  
8 NYCRR §§ 100.2(dd) and 100.2(o)

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