

## **INTERIM EMERGENCY POLICY FOR HIRING FULL-TIME/PART-TIME NONCERTIFIED SCHOOL PERSONNEL**

Full-time/part-time noncertified school personnel – excluding speech, language, and hearing specialists – may be employed by local public education agencies experiencing extreme difficulty in employing certified teachers for the classroom, provided that the following documentation is submitted to the Department of Education:

- ▶ A signed affidavit by the local superintendent that the position could not be filled by a certified teacher,
- ▶ Submission of names, educational background, subject matter and grade levels being taught as an addendum to the annual School Report.

A. Individuals employed under this policy must

1. Hold a minimum of a baccalaureate degree from a regionally accredited institution;
2. Take all appropriate areas of the PRAXIS/NTE at the earliest date that it is offered during the first year of employment and in all appropriate areas at least once each year during subsequent years of employment; and
3. Earn six semester hours of college course work each year as indicated below:
  - a. Teachers who have not completed a teacher education program must
    - 1) Within the first year of employment and prior to consideration for re-employment the second year, be officially admitted to a teacher education program; obtain a prescription or outline of course work required for certification; and achieve the required scores on the PRAXIS Pre-Professional Skills Tests in Reading, Writing, and Mathematics. The appropriate score(s) on the Communication skills and/or General Knowledge portions of the NTE may be substitutes only if the test(s) was (were) taken prior to September 1999.
    - 2) Prior to consideration for re-employment each year, complete at least six semester hours of college course work as prescribed by the college or university to complete a teacher education program.
  - b. Teachers who have completed a teacher education program but have not achieved the required scores on all parts of the PRAXIS/NTE prior to consideration for re-employment each year,

must earn six semester hours appropriate to the area of the PRAXIS/NTE (Pre-Professional Skills Tests in Reading, Writing, and Mathematics, the Principles of Learning and Teaching K-6 or 7-12, and the subject assessments/specialty area tests) in which the score was not achieved. Appropriate scores achieved on portions of the NTE that were formerly required may be used, provided the score was achieved prior to the date the test(s) was (were) discontinued for use in Louisiana.

Successful completion of a university sponsored seminar, workshop or course specially designed for preparing for the PRAXIS/NTE may substitute once for three semester hours of the required course work. Documentation from the university must be provided to verify participation.

- B. The following documentation, as appropriate, shall be kept on file in the LEA's Superintendent's/Personnel Office.
1. Official transcripts showing a minimum of a baccalaureate degree from a regionally accredited institution
  2. Documentation that the teacher has been officially admitted to a teacher education program, if applicable
  3. An outline by the college or university of the course work required for certification, or an outline of courses to help achieve the appropriate PRAXIS/NTE scores for persons who have completed a teacher education program
  4. Official transcripts showing successful completion of the six semester hours as prescribed by the college or university since the last employment under this policy
  5. Documentation to verify one-time participation in a university sponsored or state approved seminar/workshop/course for PRAXIS/NTE preparation for teachers who have completed a teacher education program
  6. An original PRAXIS/NTE score card showing the PRAXIS/NTE has been taken in all appropriate areas since the last employment under this policy
  7. Documentation that efforts for recruitment of certified teachers have been made (e.g. newspaper advertisements, letters, contacts with colleges, and so forth).
- C. These individuals shall be employed at a salary that is based on the effective State salary schedule for a beginning teacher with a baccalaureate degree and a certificate with zero years of experience. Local salary supplements are optional.

D. The total number of years a person may be employed according to the provisions of this policy is five years.

E. To be eligible for re-employment under this policy, a teacher who has not met the requirement of having earned six semester hours of college credit or who has not taken the PRAXIS/NTE must meet one or more of the following conditions:

1) Medical Excuse

When serious medical problems of the teacher or immediate family in the same household exist, a doctor's statement is required with a letter of assurance from the teacher that six semester hours will be earned prior to the beginning of the next school year.

2) Required Courses not Available

A letter of verification from area universities is required stating that the required courses are not being offered.

3) Change of School, Parish, or School System

Re-employment is permitted only if the change is not part of a continuous pattern.

4) Change of Certification Areas

Re-employment is permitted with assurance that the requirements for continued employment under this policy will be met.

**(These are the only conditions that may be used. Documentation that supports the above condition must be maintained in the teacher's personnel file.)**

This policy does not apply to university laboratory schools.

**THIS INTERIM EMERGENCY POLICY WILL REMAIN IN EFFECT UNTIL JULY 1, 2000.**

