

**POLICIES AND CRITERIA GOVERNING THE ISSUANCE OF  
TEMPORARY TEACHING ASSIGNMENTS  
(Valid for One Year)**

Policies and criteria governing the issuance of Temporary Teaching Assignments are as follows:

1. A Temporary Teaching Assignment, valid for one school session only and authorizing the employment of a specified teacher in a position for which he is not regularly certified, excluding speech, language and hearing specialist, may be issued by the employing superintendent if criteria herein outlined are met and provided the following statement is signed by the superintendent on each Temporary Teaching Assignment:

“I hereby certify that there is no regularly certified, competent, and suitable person available for this position and that the applicant named above is the best qualified person available for employment in the position herein above described.”

2. A Temporary Teaching Assignment may be made only for persons who have a baccalaureate degree *from a regionally accredited institution.*
3. Teachers who do not hold a regular Louisiana teaching certificate must have achieved the appropriate scores on all required areas of the NTE/PRAXIS.
4. Teachers who do not hold a regular Louisiana teaching certificate, within the first year and prior to consideration for employment the second year, must be officially admitted to a teacher education program and obtain from a college or university a prescription or outline of course work required for certification.
5. Certified teachers who are placed on a Temporary Teaching Assignment must obtain a prescription or outline of course work required for certification in the area of teaching assignment.
6. To re-employ a teacher on a Temporary Teaching Assignment, a minimum of six semester hours of credit earned in residence or by extension must be earned. The hours must be applicable toward the prescription or outline of course work required for certification.
7. To be eligible for re-employment under this policy, a teacher who has not met the requirement of earning six semester hours of college credit must meet one or more of the following conditions:

a) **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 the hours will be earned within a calendar year.

b) **Required Courses Not Available**

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

c) **Change of School Parish or School System**

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

d) **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 which supports the above conditions must be maintained in the teacher's personnel file).