

EMPLOYMENT REQUIREMENTS AND RESTRICTIONS  
CREDENTIALS AND RECORDS

DBA  
(LOCAL)

**Updating Credentials** All employees who have earned certificates, endorsements, or degrees of higher rank since the previous school year shall file with the District:

1. An official college transcript showing the highest degree earned and date conferred.
2. Proof of the certificate or endorsement.

**Contract Personnel** The Superintendent or designee shall ensure that contract personnel possess valid credentials before issuing contracts.

**Social Security Number** The District shall not use an employee's social security number as an employee identifier, except for tax purposes [see DC]. In accordance with law, the District shall keep an employee's social security number confidential.

**Local Guidelines** **CTE Certification Plan for SOQ Employees.**

**Per TAC 233.14, an SOQ (Statement of Qualifications) is fulfilled via 5 years, full time, paid employment in the applicable field in business and industry.**

**(2) The Standard Trade and Industrial Education: Grades 8 – 12 certificate shall require current licensure, certification, or registration by a nationally recognized accrediting agency based on a recognized test or measurement. If the licensure, certification, or registration is not based on a recognized test or measurement, then passing the appropriate National Occupational Competency Testing Institute (NOCTI) assessment is required.**

**Career Pathways Requiring an SOQ and a high school diploma:**

1. **Automotive Technology**
2. **Auto Collision & Repair**
3. **Construction Technology**
4. **Welding**

**In addition to SOQ requirements, ECISD would also require the following licensures/certifications for each area:**

1. **Automotive Technology**  
**\* A minimum of five ASE (Automotive Service Excellence) certificates with one of the five being the MLR (Auto Maintenance and Light Repair)**

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2. **Auto Collision & Repair**
  - \* I-CAR Platinum Standard
3. **Construction Technology**
  - \* For all building and trades applicable occupations, a state licensure is required; examples include electricians, plumbers, HVAC technicians, and building contractors.
4. **Welding**
  - \* AWS (American Welding Society) certification.

Lastly, teachers hired in these areas would be required to enroll in and complete during the first year of teaching, a 20-hour CTE Classroom Management professional development program through an alternative certification program such as Region 18 or Region 13.

The District considers individuals hired under these Guidelines for these positions to be appropriately qualified and, therefore, will not provide special notification to parents of students in their classes that the instructor does not hold a traditional teaching certificate.

If the District assigns an inappropriately certified or uncertified teacher to the same classroom for more than 30 consecutive instructional days during the same school year the District shall provide written notice of the assignment to a parent or guardian of each student in that classroom.

The superintendent of the school district shall provide this notice not later than the 30<sup>th</sup> instructional day after the date of the assignment of the inappropriately certified or uncertified teacher.

The District shall:

- (1) make a good-faith effort to ensure that the notice required by this section is provided in a bilingual form to any parent or guardian whose primary language is not English.
- (2) retain a copy of any notice provided under this section;  
and
- (3) make information relating to teacher certification available to the public on request