

EMPLOYMENT REQUIREMENTS AND RESTRICTIONS:  
CREDENTIALS AND RECORDS

DBA  
(LOCAL)

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**MASTER  
TEACHER  
STIPENDS**

**At the end of the school year, a master teacher shall be paid the stipend for any month in which the teacher performed the prescribed duties for more than ten days. [See DBA(LEGAL)]**

**If the number of master teachers exceeds the grants allocated, the District shall first fund the stipends for master teachers in their second or third year in the master program, as required by law. The District shall distribute the remaining funds among newly assigned master teachers based on:**

- 1. Length of time teaching in the subject area.**
- 2. Seniority in the District, as measured from the employee's most recent date of hire.**

**PROFESSIONAL  
PERSONNEL**

**CREDENTIALS** Personnel shall possess valid credentials before contracts are issued, duties are assigned, or payment is made from any source of funds. All teachers who are employed with emergency permits must satisfy SBEC requirements for proper certification for the position in which they are assigned within the time allotted by SBEC **and the District.**

All professional employees who have earned certificates, endorsements, or degrees of higher rank since the previous school year must file with the Superintendent:

1. An official college transcript showing highest degree earned and date conferred.
2. Valid certificate, endorsement or virtual certificate supplied by the State Board of Educator Certification in the secure web site.

**RECORDS**

The District shall maintain current and complete personnel records of all employees according to SBEC guidelines and local administrative requirements.

All records shall become the permanent property of the District and

the state of Texas to be used for the proper maintenance of personnel records for the individual as required by law.

**OFFICIAL  
RECORD OF  
EDUCATOR  
CERTIFICATES**

School district personnel should no longer rely on paper copies of Texas certificates to verify the status of a current or prospective employee. The virtual certificate supplied by the State Board for Educator Certification via the secure Web site should instead be used to verify an individual's certification status. The virtual certificate is the official record of the educator's certification status and satisfies Section 21.053(a) of the Texas Education Code, which requires individuals to present their certificate prior to employment by a school district.

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**This online presentation of your district's policy is an electronic representation of TASB's record of the district's currently adopted policy manual. It does not reflect updating activities in progress. The official, authoritative manual is available for inspection in the office of the Superintendent. [See BF (LOCAL) for further information.]**