

EMPLOYMENT REQUIREMENTS AND RESTRICTIONS:
CREDENTIALS AND RECORDS

DBA
(LOCAL)

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:

LOCAL
CRITERIA

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 the highest degree earned and date conferred.~~
- ~~2. Valid certificate, endorsement, or virtual certificate supplied by the State Board for 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.~~

**PARENT
NOTIFICATION**

The District shall notify parents of students in classrooms in which the regular teacher is not “highly qualified” as required by law.

Notification shall not be required, however, when:

- 1. The home campus teacher of a secondary school student assigned to a DAEP is considered the teacher-of-record; and**
- 2. The home campus teacher:**
 - a. Is highly qualified**
 - b. Assigns and evaluates the student’s coursework,**
 - c. Provides substantially the same coursework and uses the same grading standards as in the regular classroom,**
 - d. Has final authority on the coursework grades and the final grade for the course, and**
 - e. Is regularly available for face to face consultation with the student and the DAEP teacher; and**
- 3. The DAEP teacher meets all applicable SBEC certification requirements.**

**UPDATING
CREDENTIALS**

All 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 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.

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