

## RECRUITMENT AND SELECTION (Certificated Personnel)

BP 4111/4311

*~~Note: For districts receiving Title I funds, Section 1119 of the No Child Left Behind Act of 2001 requires that all teachers hired on or after the first day of the 2002-03 school year to teach in a program supported by Title I funds must be "highly qualified." The law also requires that all teachers teaching core academic subjects within the state must be "highly qualified" by the end of the 2005-06 school year. "Core academic subjects" are defined as including English, reading or language arts, mathematics, science, foreign languages, civics and government, economics, arts, history and geography. Each district receiving Title I funds is required to develop a plan to ensure that all of its teachers are highly qualified by the end of the 2005-06 school year. Section 1119 further authorized any district receiving Title I funds to utilize 5-10 percent of Title I funds for fiscal years 2002 and 2003, and at least 5 percent of each subsequent year, for professional development activities to ensure teachers become highly qualified by 2005-06.~~*

Note: Effective for the 2016-2017 school year, the federal Every Student Succeeds Act has eliminated the requirement that teachers be "highly qualified." Rather, teachers should be fully licensed and endorsed in each subject they are teaching.

The district shall employ the most highly qualified person available for each open position. The Superintendent or designee shall develop recruitment and selection procedures to ensure that every effort is made to find and hire fully qualified teachers for all classrooms, which include:

1. Assessment of the district's needs to determine those areas where specific skills, knowledge and abilities are lacking;
2. Development of job descriptions that accurately portray the position, including requirements that a teacher be highly qualified in accordance with federal and state law.
3. Dissemination of vacancy announcements to ensure a wide range of candidates, when necessary;
4. Screening procedures that will identify the best possible candidates for interviews;
5. Interview procedures that will determine the best qualified candidate for recommendation to the Board.

Staff members involved in the selection process shall recommend only those candidates who meet all qualifications established by law and the School Board for a particular position. Nominations for employment shall be based upon appropriate screening devices, interviews, observations, recommendations from previous employers, background and reference checks, and any requirements of applicable collective bargaining agreements.

All teachers hired on or after the first school day of the 2002-2003 school year and working in a program supported with Title I funds shall be highly qualified as defined by the No Child Left Behind Act, as well as state law.

**Note:** *The Alaska Professional Teaching Practices Commission recommends that districts develop a policy regarding the procedures to be followed when desiring to hire an educator currently under contract with another school district. The following policy language is based on procedures developed by the Fairbanks North Star Borough School District.*

Before considering the hire of a certificated staff member who is currently under contract in another district, the Superintendent or designee will require the certificated staff to provide written documentation that he/she:

- has made an effort to secure a release from the employing district thirty calendar days prior to the employing district's first contract day or
- has secured a written release from the employing district.

**Note:** *A subject-matter expert teacher, holding a limited certificate issued by the Department, may be employed to teach subjects in which the person has satisfied the education or experience requirements set out in state statute [AS 14.20.020](#). Before a school district determines whether to hire a person as a subject-matter expert teacher, the school district must administer a competency examination. Additionally, once a subject-matter expert teacher is hired, the district must provide a mentor who is an experienced teacher for the subject-matter expert teacher for at least the first year of the subject-matter expert teacher's employment in the school district. A person employed as a subject-matter expert teacher under this section is considered a certificated employee for purposes of the teachers' retirement system. Finally, employment as a subject-matter expert teacher counts as employment for purposes of acquiring tenure; however, a person holding a subject-matter expert limited teacher certificate is not entitled to tenure until the person receives a teacher certificate under [AS 14.20.020](#).*

(cf. 4112.8/4212.8/4312.8 - Employment of Relatives)

**Note:** ~~*SB 430 (statutes of 1992) amended [A.S. 14.20.020](#) to require coursework in Alaska studies and multicultural education or cross-cultural communications in order to be eligible for a teacher certificate. SB 430 also added [A.S. 14.20.035](#) that requires districts to give preference to applicants who demonstrate training or experience that indicates sensitivity to the traditions and cultures represented in the student population. Beginning July 1, 1998, a person will not be eligible for a regular teaching certificate unless he/she has successfully completed a competency exam. [A.S. 14.20.020](#), as amended by HB 145 (1997). An exam will not be required of those individuals already holding a valid regular teaching certificate.*~~ Effective June 30, 2017, [AS 14.20.020](#) also requires training on alcohol and drug related disabilities, sexual abuse and sexual assault awareness and prevention, dating violence and abuse awareness and prevention and suicide prevention in order to be eligible for a teacher certification. [AS 14.20.035](#) requires districts to give preference to applicants who demonstrate training or experience that indicates sensitivity to the traditions and cultures represented in the student population.

In evaluating applicants, preference shall be given to those applicants who can demonstrate training and experience related to the traditions and cultures represented in the student population.

No inquiry shall be made with regard to the age, sex, race, color, marital status, religion, or national origin of a person seeking employment.

Questions regarding handicap shall be asked only when directly related to the job.

*(cf. 4030 - Nondiscrimination in Employment)*

*(cf. 4111.1/4211.1/4311.1 - Affirmative Action)*

*(cf. 4111.2/4211.2/4311.2 - Legal Status Requirement)*

No person shall be employed by the Board without the recommendation or endorsement of the Superintendent or designee. The Board shall be presented with the Superintendent or designee's recommended candidate who may be selected or rejected by the Board. If the candidate is rejected, the Superintendent or designee shall recommend subsequent candidates until the Board selects someone to fill the position. The Board shall make the final decision on the selection of all employees.

*(cf. 6181 - Charter School)*

Note: AS 14.08.111 and AS 14.14.090 require districts to provide prospective employees with information regarding the availability and cost of housing in rural areas to which they may be assigned and when possible assist them in locating housing. The following may be revised or deleted as appropriate.

The Board recognizes that the district encompasses rural areas and will assist teachers in obtaining information regarding the cost and availability of housing as required by law.

#### **TYPE B CERTIFICATION**

~~The district shall make an effort to include community involvement in the selection process for administrative personnel.~~

#### **TYPE M CERTIFICATION**

~~The initial recommendation for the issuance of a Type M limited certificate will be sent to the Department of Education and Early Development Teacher Certification Division if:~~

- ~~• Baccalaureate degree training is not sufficiently available;~~
- ~~• The applicant has demonstrated both subject matter expertise and teaching competency, as verified by the local school administrator;~~
- ~~• The Board, through the Superintendent, requests issuance of the limited certificate.~~

~~To demonstrate subject matter and teaching competency, two letters of recommendation verifying the applicant's length of experience and competency in the Alaska Native language and Alaska Native culture must be submitted to the Superintendent.~~

~~Also, a resume demonstrating competency in an Alaska Native language or at least four years experience involving an Alaska Native culture needs to be submitted to the Superintendent. An Iñupiaq Language Fluency Test (oral and written) must be completed with a passing score. Additional information may be requested relevant to the expertise and teaching competency as an Iñupiat Language teacher (ILT).~~

~~A Type M limited certificate may be renewed if the ILT satisfactorily completes three (3) semester hours of credit, at the post-secondary level. Renewal of Type M limited certificates requires either three semester hours of credit or additional training or work experience acceptable to the Commissioner of the Department of Education and Early Development. The courses must be approved in advance by the Superintendent or designee. These credits should be in elementary or secondary education in the areas of assertive discipline, instructional methodology, curriculum development, effective schools, Iñupiat language, culture, history or Alaskan studies. Also the ILT must maintain a satisfactory work performance.~~

#### Legal References:

#### ALASKA STATUTES

14.08.111 Duties (regional school boards)

14.14.090 Additional duties

14.20.010 *Teacher Certificate Required*

14.20.025 Subject-matter expert limited teacher certificate

14.20.035 Evaluation of training and experience

14.20.100 Unlawful to require statement of religious or political affiliation

14.20.110 Penalty for violation of AS 14.20.100

#### ALASKA ADMINISTRATIVE CODE

4 AAC 04.210, 04.212 and 06.899(6) *Highly Qualified Teachers and Objective Uniform Standards*

6 AAC 30.810 Employer records

6 AAC 30.840 Retention of records

#### UNITED STATES CODE

*Every Child Succeeds Act, 20 U.S.C. 6301, et. Seq. (P.L. 114-95 December 10, 2015)*

8 USC 1324(a)(b) Immigration and Nationality Act, as amended by Immigration Reform and Control Act of 1986 and Immigration Act of 1990

UNITED STATES CODE, TITLE 20 § 1119 No Child Left Behind Act of 2001, P.L. 107-110

#### CODE OF FEDERAL REGULATIONS

8 CFR 274(a) Control of Employment of Aliens

Adopted 6/01

Revised 9/97 - AASB

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