



Canutillo Independent School District

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Maggie Porras

*Program Compliance Director
Human Resources*

MEMORANDUM

RE: Expectations and Requirements of Highly Qualified Personnel

Canutillo ISD has an Elementary and a Secondary Certification Specialists that follow procedures to ensure that all teachers and paraprofessionals that are hired to work for the Canutillo School District are Highly Qualified as specified by NCLB. NCLB states that all core academic subject area teachers must meet the statutory highly qualified teacher requirements, and TEA has established an annual measurable objective which states that 100% of teachers of core academic subjects in the Local Education Agency (LEA) are highly qualified.

Procedures that detail the certification process:

All applicants apply on-line, and evidence of HQ certification documents are part of the required attachments.

The Certification Specialist screens all applicants for HQ certification by viewing all the applications and documents submitted on-line.

The Certification Specialist also views the applicants in the State Board of Education website to examine content areas tested, and verifies areas of teaching that the applicant is qualified to teach by having proof of passing scores in any particular tested area and again labels the applicants as Highly Qualified.

If the applicant meets Highly Qualified certification requirements the Certification Specialist allows the applicant to be placed on a list for possible interviews by the Principal and campus interview committee. Then, and only then, can the interview committee view available candidates for interviews.

No applicant is allowed to be interviewed by the interview committee if the Certification Specialist finds that the applicant does not meet all Highly Qualified requirements, as they are dropped from the screen that the Principals are able to view as possible candidates for the position.

Highly Qualified Definition:

Has obtained full Texas Teacher Certification

Holds a minimum of a Bachelor's Degree

Has demonstrated subject matter competency in each of the assigned academic subjects.

Canutillo Independent School District does not discriminate on the basis of race, color, national origin, gender, age, or disability in its employment practices or in providing education services, activities, and programs, including vocational programs. For additional information regarding Canutillo Independent School District's policy of nondiscrimination contact:
(915) 877-7423, 7965 Artcraft Road, El Paso, Texas 79932