

For board

**IMMEDIATE ACTION: PLEASE DISTRIBUTE INFORMATION TO  
ALL PRINCIPALS FOR DISTRIBUTION TO ALL TEACHERS**

January 11, 2011

TO THE ADMINISTRATOR ADDRESSED:

SUBJECT: 2011-2012 Teacher Shortage Areas

The Texas Education Agency (TEA) has received approval from the US Department of Education (USDE) for the 2011-2012 teacher shortage areas. Please note the shortage areas have changed from previous years.

The USDE has realigned the dates of the state shortage reports for preparation purposes. The next shortage survey is projected to be released in the summer of 2011. We appreciate all data provided by districts to ensure TEA has an accurate understanding of the needs of each school district.

The approved shortage areas for the 2011-2012 school year are:

Bilingual Education  
Science  
Special Education

Mathematics  
Spanish as a foreign language

The approved shortage areas allow the administrator the ability to recruit and retain qualified teachers and to help reward teachers for their hard work using the loan forgiveness opportunities. School principals can act on behalf of the Commissioner of Education to certify that a teacher has met the minimum qualifications required for certain loan forgiveness programs.

Please see our TEA loan forgiveness website (below) for all requirements for the Federal, State and Public Service loan forgiveness programs available to teachers. All school personnel can take advantage of the public service loan forgiveness program.

We appreciate your help to inform current and future staff about the loan forgiveness opportunities. More information about eligibility for each of the programs and application forms can be found on the TEA website at <http://www.tea.state.tx.us/loan.aspx>. Thank you for directing teachers to this information and helping them complete the application for loan forgiveness.

For additional information, please contact Danielle Biehle in the Division of Educator and Student Policy Initiatives at [danielle.biehle@tea.state.tx.us](mailto:danielle.biehle@tea.state.tx.us) or (512)936.2166.

Sincerely,

Priscilla Aquino Garza  
Manager  
Educator and Student Policy Initiatives

EMPLOYMENT PRACTICES

DC  
(LOCAL)

PERSONNEL DUTIES	The Superintendent shall define the qualifications, duties, and responsibilities of all positions and shall ensure that job descriptions are current and accessible to employees and supervisors.
POSTING VACANCIES	The Superintendent or designee shall establish guidelines for advertising employment opportunities and posting notices of vacancies. These guidelines shall advance the Board's commitment to equal opportunity employment and to recruiting well-qualified candidates. Current District employees may apply for any vacancy for which they have appropriate qualifications.
APPLICATIONS	All applicants shall complete the application form supplied by the District. Information on applications shall be confirmed before a contract is offered for a contractual position and before hiring or as soon as possible thereafter for a noncontractual position.
EMPLOYMENT OF CONTRACTUAL PERSONNEL	<p>The Superintendent has sole authority to make recommendations to the Board regarding the selection of contractual personnel.</p> <p>The Board retains final authority for employment of contractual personnel. [See DCA, DCB, DCC, and DCE as appropriate]</p>
EMPLOYMENT OF NONCONTRACTUAL PERSONNEL	<p>The Board delegates to the Superintendent final authority to employ and dismiss noncontractual employees on an at-will basis. [See DCD]</p>
EXIT INTERVIEWS AND EXIT REPORTS	An exit interview shall be conducted, if possible, and an exit report shall be prepared for every employee who leaves employment with the District.
HIRING TRS RETIREES	<p>An employee planning to retire from the District shall contact TRS for all information regarding retirement benefits, including the effect on such benefits of returning to employment.</p> <p>No person shall be hired under this policy for either a full-time or part-time position until the former District employee has been officially retired for at least one full calendar month.</p>
ELIGIBILITY FOR REHIRE	Effective with the adoption of this policy, a person who has retired under TRS shall be eligible to be rehired by the District on either a full-time or part-time basis consistent with the District's normal hiring practices. Retirees shall be considered in the same manner as any other applicant for the position. In accordance with DC(LEGAL), when considering applicants for professional educator positions in acute shortage areas, the District shall give preference to certified applicants who are not TRS retirees.
ACUTE SHORTAGE	The Board shall annually review the list of acute teacher shortage areas in which retired teachers or administrators may be hired and shall authorize the Superintendent to make such additions or dele-



EMPLOYMENT PRACTICES

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tions to the lists as may be necessary in accordance with applicable law. The following are considered acute teacher shortage areas by the District: mathematics, science, special education, and DAEP personnel.

DURING  
EMPLOYMENT

A TRS retiree who is hired or rehired by the District shall:

1. Be entitled to the same type of contract, if hired as a full-time employee and the position is eligible for a contract, as an employee who has not retired under TRS. A contract entered into with a TRS retiree for an acute shortage area position following the adoption of this policy shall be limited to one year. At the end of the one-year term, the retiree may reapply subject to the provisions at ELIGIBILITY FOR REHIRE. [See DFBB]
2. Receive a salary negotiated by the District, with the salary adjusted by the amount of surcharges and/or fees that the District is required to pay to TRS for the retired employee.
3. Be eligible for state personal leave, state assault leave, and temporary disability leave as provided by Education Code 22.003; and federal family and medical leave, if applicable.
4. Not be eligible for local leave nor be eligible to participate in the District's group health coverage provided by TRS.
5. Be subject to the same appraisal requirements as any other District employee.