

Underqualified Educators - Academic Pathway to Teaching (APT) and Letter of Authorization (LOA)

2016-17

Qualifications

- Position does not include core content areas.
- Position is "limited or specialized."
- Technicality exists.
 - *A condition where an employee or new hire has some specialized or unique situation preventing them from obtaining adequate licensure through the ARL, LOA, SAEP, etc.*

Conditions

- Request approval using the [Academic Pathway to Teaching \(APT\) Request Form](#). (found on AdminOnly)
- Employees and/or New Hires approved for employment using an APT Level 1 License or LOA will be:
 - *Placed on a Temporary Employee Agreement (Current contract-year only).*
 - *Ineligible for voluntary teacher transfers.*
 - *Participate in four (4) professional development courses annually.*
 - *Be assigned a Teacher Leader as a mentor.*

New Hire Candidates

- Screen/Interview candidates according to licensure, qualifications, background and skill to determine best fit.
- *Interview screened candidates in the following order of priority: 1) Qualified (Adequate/current licensure/endorsements), 2) ARL; 3) LOA; and 4) APT.*
- *Utilize external HR recruitment efforts.*
- *Provide rationale how underqualified/APT candidate is the "best fit."*
- All New Hire guidelines must be followed as documented on the [Interview Summary and Rubric Form](#).
- [Submit the Academic Pathway to Teaching \(APT\) Request Form](#) along with new hire request documentation to HR.

Current Employees

- Request approval using the [Academic Pathway to Teaching \(APT\) Request Form](#).
- Meet all requirements in "Qualifications" above.
- Accept and comply with the APT/LOA requirements outlined in "Conditions" above.

School Responsibilities

- Submit necessary request forms (above).
- APT/LOA candidates shall be approved by the Administrator of Schools and HR **PRIOR** to employment being offered.
- After approval the school shall:
 - *Provide a signed Temporary Employee Agreement Form to HR.*
 - *A Teacher Leader is assigned as a mentor by the principal.*
 - *A mentoring plan is created by the teacher, teacher leader, and the District Mentor Specialist.*
- Position is re-posted in conjunction with the Teacher Transfer Fair and general hiring.
- Teachers on a Temporary Employee Agreement may be eligible for re-hire.