

Intradistrict Communication

DATE: December 6, 2016

TO: All Principals

FROM: Administrators of Schools
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SUBJECT: Underqualified Educators – Academic Pathway to Teaching (APT) and Letter of Authorization (LOA)

Definitions:

Underqualified – Any licensed employee who is not adequately and appropriately licensed or endorsed for any course they teach as defined by the USBE in CACTUS.

- Alternative Route to Licensure (ARL) – An approved USBE program for initial licensure that grants temporary licensure provided progress is made toward licensure annually. ARL programs are generally only two (2) years in length and are monitored by the USBE.
- Letter of Authorization (LOA) – At the request of the principal and the District an employee without appropriate and/or adequate licensure may be recommended to the USBE for an “authorization” to teach one academic calendar year. An LOA may be granted for up to three (3) years only.
- State Approved Endorsement Program (SAEP) – An endorsement program that provides temporary licensure for employees who are licensed but are not appropriately endorsed for one or more of their current assignments.
- Out of State License – Licensed educators relocating to Utah who are waiting for USBE licensure approval. Due to reciprocity issues an extended amount of time may be required to obtain a Utah license.

Limited and/or Specialized Arenas – Is defined as a unique or specialized teaching position (eg. Computer Programming) and **does not** include core content areas such as Math and Science unless the candidate/employee qualifies for a technicality.

Technicality – A condition wherein a new hire candidate or current employee has some specialized and/or unique situation preventing them from obtaining appropriate and adequate licensure through an ARL, LOA, SAEP or Out of State License.

Hiring licensed, certified teachers of the highest quality with appropriate credentials is the essential component for high quality instruction. However, finding such teachers in some limited, specialized arenas may be difficult or impossible. In such cases, the

Alternative Pathway to Teaching (APT) may be a possible solution in certain limited circumstances outlined below.

Utah State Board of Education Rule R277-511 established the Academic Pathway to Teaching (APT) Level 1 License which includes Elementary K-6 and Secondary 6-12 concentrations and endorsements. Employees or candidates desiring licensed employment in the School District may obtain licensure using the Academic Pathway to Teaching (APT) or a Letter of Authorization (LOA). With direction from the Board of Education and Cabinet the following conditions have been approved for the employment of underqualified applicants (APT/LOA) in Jordan School District.

1. An APT license may be accepted by the District for both current employees and new hires provided:
 - a. The position does **not include core content areas** (except as qualified under “technicality”); **and**
 - b. The position is a limited or specialized course (see the definition above); **or**
 - c. A technicality exists.
 - i. e.g. A candidate is a licensed teacher from out of state who has passed the appropriate Praxis. They are having difficulty getting Utah licensure because of reciprocity issues.
or,
A teacher, prior to employment in the District, has used all three Letters of Authorization (LOA’s) and has completed the requirements for the ARL including passing the appropriate Praxis. However, due to extenuating circumstances the ARL authorization expired.
 - ii. Requests for a technicality shall be individually approved by the appropriate Administrator of Schools and HR using the [Academic Pathway to Teaching \(APT\) Request Form](#) found at AdminOnly.
 - d. District approved APT Level 1 license holders and new hires requiring a Letter of Authorization (LOA), as a condition of employment, shall:
 - i. Be placed on a [Temporary Employee Agreement](#). This agreement is for one-year only and the position with the District shall end at the conclusion of the current contract year (see school responsibilities below).
 - ii. All teachers on a [Temporary Employee Agreement](#) must reapply for the position each year.
 - iii. Employees placed on a [Temporary Employee Agreement](#) are not eligible for voluntary teacher transfers and may not participate in the Teacher Transfer Fair.
 - iv. Participate in four (4) professional development courses annually until a Level 2 license is obtained and any mentoring/coaching activities provided and coordinated through the Curriculum Department. Failure to participate in all the classes may result in the employee’s ineligibility to be re-hired.
 1. New hires that require an LOA but hold an educator’s license (out of state, expired, pending university recommendation, etc.) may not be required to participate in the professional development courses as decisions are made on a case by case basis.
 - v. Work with a teacher leader as their mentor as assigned by the Principal.
 - vi. Be placed on a LOA if APT licensure is not granted by October 1. If APT licensure is granted after October 1 the employee will remain on a LOA for the remainder of the contract year.
 - e. Current employees that obtain APT licensure without District approval shall:
 - i. Be immediately placed on a [Temporary Employee Agreement](#) and become subject to all provisions outlined in d.i. – vi. above.

- ii. Submit the [Academic Pathway to Teaching \(APT\) Request Form](#) to HR.
 - iii. Employees unwilling to comply with items d and e above shall be ineligible for continued employment (DP316 NEG – Orderly Termination-Licensed).
 - f. All employees shall meet the requirements established by District policy.
2. School Responsibilities shall include **all** of the following:
- a. Meet all the conditions above.
 - b. All new hire candidates shall be screened according to licensure, qualifications, background and skills to determine the best fit for the school.
 - c. Interview screened candidates in the following order of priority:
 - i. Qualified (adequate and current licensure/endorsements)
 - ii. ARL
 - iii. LOA
 - iv. APT
 - d. Only after ALL the following may a school submit a request to hire a candidate who is underqualified (APT/LOA):
 - i. All qualified candidates are interviewed in order of priority as outlined in 2.c.i-iv above.
 - ii. The best candidate (as defined by school need), does not have current licensure.
 - iii. External recruitment efforts have been used.
 - iv. At least three (3) references have been contacted including one (1) that is the most recent immediate supervisor. References must be positive.
 - v. These efforts are documented on the [Interview Summary and Rubric Form](#) submitted to HR when requesting an authorization to hire.
 - e. Submit the [Academic Pathway to Teaching \(APT\) Request Form](#) to HR at the same time as the Interview Summary and Rubric Form.
 - f. APT/LOA candidates shall be approved by: 1) HR and, 2) the respective Administrator of Schools **prior** to employment being offered by the school/department.
 - g. Upon approval to hire an APT/LOA candidate, the school shall: 1) obtain a Temporary Employee Agreement from the new hire, 2) provide a teacher leader to serve as a mentor, and 3) provide a mentoring plan for each APT Level I license holder. The mentoring plan is collaboratively created by the teacher, teacher-leader and District Mentor Specialist.
 - h. Positions filled by teachers on a Temporary Employee Agreement must be reposted in conjunction with the Teacher Transfer Fair and general hiring and are not eligible for voluntary teacher transfers.
 - i. Teachers on a Temporary Employee Agreement may apply for open positions and are eligible for employment provided he/she meets the conditions of employment and the conditions established herein.
3. Salary Placement for the APT Level 1 license holder and the new hire LOA shall follow District policy DP309 NEG – Salary Guidelines.