PROFESSIONAL PERSONNEL

Teacher Qualifications

Definitions

The term “professional personnel” will be used for those employees who must possess teaching or administrative licenses issued by the State education authorities in order to hold their positions and who hold at least a bachelor’s degree from an approved institution of higher learning.

The following definitions will apply to professional personnel:

Full-Time Personnel:

A full-time employee is defined as an employee who works 50% or more of the day/school year. This is not to be used as criteria for the computation of time for tenure status.

Part-Time Personnel:

A part-time employee is defined as an employee whose regular assignment requires him/her to work less than 50% of the day/school year.

Temporary Personnel:

Employees who accept assignment or assignments for a predetermined period of time. The length of service of the assignment may be based on:
1. Time needed to complete a specific task;
2. A specific date set for the termination of an assignment;
3. The return of a full-time or part-time employee from an absence.

A teacher, as the term is used in this policy, refers to a District employee who is required to be licensed under State law. The following qualifications apply:

1. Each teacher must:
   a. Have a valid Illinois Professional Educator License issued by the State Superintendent of Education with for the required endorsements as provided in the School Code.
   b. Provide the District Office with a complete transcript of credits earned in institutions of higher education.
   c. On or before September 1 of each year, unless otherwise provided in an applicable collective bargaining agreement, provide the District Office with a transcript of any credits earned since the date the last transcript was filed. (See Policy 5:201 for additional information)
   d. Notify the Superintendent of any change in the teacher’s transcript.

2. All teachers working in a program supported with federal funds under Title I, Part A must meet applicable State certification and licensure requirements.

The Superintendent or designee shall:

1. Monitor compliance with State and federal law requirements that teachers be appropriately licensed.
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2. Through incentives for voluntary transfers, professional development, recruiting programs, or other effective strategies, ensure that minority students and students from low-income families are not taught at higher rates than other students by unqualified, out-of-field, or inexperienced teachers; and

3. Ensure parents/guardians of students in schools receiving Title I funds are notified of their right to request their students’ classroom teachers’ professional qualifications.


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