

CADDO PARISH SCHOOL BOARD
1961 Midway Avenue ♦ PO Box 32000
Shreveport, Louisiana 71130-2000
RECRUITING DEPARTMENT (318) 603-6465
FAX – (318) 603-6566

EMPLOYMENT PROCEDURES AND REQUIREMENTS

The Caddo Parish School Board welcomes your interest in becoming a classroom teacher in our school system. Caddo schools have a reputation for excellence that is produced by teachers who have been selected using the highest employment criteria in the state of Louisiana. In order to become eligible to teach in Caddo you must:

1. Complete an application in its entirety for employment. Enclosed in the application packet are: Reference Inquiry Forms, Request for Employment Verification Forms, Sexual Misconduct Form NCLB Determination Form, a Teaching Objective Statement Form, and postage paid envelopes. Please distribute reference forms and postage paid envelopes to the persons you list in the reference section of the application. Your reference respondents should mail the form in the envelope provided or fax the form to the Recruiting Department. The fax number is on the reference form. If you have previous work experience in another school district, please submit an employment verification form to each district where you were previously employed. You may return this form or have the district mail it to our office. Please complete the Teaching Objective Statement form. This form should be completed even if you are applying for a position other than teaching. Please complete the Sexual Misconduct form and the NCLB Determination form. You will need your NTE/PRAXIS tests and/or college transcript(s) to complete the NCLB Determination form.
2. Furnish Final Official Transcripts. Students who have not graduated should submit a partial transcript at the time of application and a final official transcript upon graduation. A classroom teacher must have a bachelor's degree from an accredited college or university.
3. Furnish a copy of a Louisiana Teaching Certificate. To obtain a Louisiana Teaching Certificate, Contact: Director of Teacher Education and Certification, State Department of Education, PO Box 94064, Baton Rouge, LA 70804-9064, phone 1-877-453-2721 (toll free), or fax (225) 342-3499. If your certificate is pending, please furnish notarized or verifiable copies of The PRAXIS Series/NTE Programs scores. *Teachers certified in another state must provide a copy of that state's certificate.*
4. If not certified, provide proof of admittance or course outline to a Louisiana alternate certification program, along with notarized or verifiable copies of the PRAXIS Series/NTE Programs scores.
5. When you have completed the application process, (steps 1-4) a personnel administrator will correspond with you to set up an interview date and time.

AT THE TIME OF HIRE

1. Review application with a personnel administrator.
2. Furnish proof of employment eligibility and identity. You must complete Part I of the Employment Eligibility Verification Form (Form I-9). Please bring documentation establishing your identity and employment eligibility to a personnel administrator. (Example: social security card/and or birth certificate, along with a driver's license).
3. Sign an authorization to disclose the results of a criminal record check as required by Louisiana law. A personnel administrator will assist you with is procedure.

We encourage you to pursue your teaching career in the Caddo Public School System.

Offering Equal Opportunity in Employment and Educational Programs

Revised 8/5/08

Mailing Address:
POST OFFICE BOX 32000
SHREVEPORT, LA 71130-2000

Central Office:
1961 Midway Ave.
Shreveport, LA 71108

APPLICATION FOR EMPLOYMENT

TELEPHONE
318-603-6300

FAX:
318-603-7009

CERTIFIED POSITIONS

POSITIONS APPLIED FOR:

Classroom Teacher

Other _____

CONFIDENTIAL

| PERSONNEL DEPT. USE ONLY | | |
|--------------------------|-----|-----|
| CRC REQUESTED | I-9 | W-4 |
| | | |

EQUAL EMPLOYMENT OPPORTUNITY

Caddo Parish School Board is an Equal Opportunity Employer. Applicants are considered for employment on the basis of qualifications without regard to race, color, national origin, religion, age, sex or handicapping condition. As provided by federal law, applicants are invited to request accommodation in order to complete the application or applicant procedures or to take any required employment test.

PLEASE ANSWER ALL QUESTIONS ON THE APPLICATION. IF A STATEMENT DOES NOT APPLY TO YOU, PLEASE RESPOND WITH "N/A" or "NONE".

DATE OF APPLICATION

PERSONAL

PLEASE PRINT OR TYPE INFORMATION

| | |
|--|---|
| ____ - ____ - ____ SOCIAL SECURITY NUMBER | EMAIL ADDRESS _____ |
| NAME _____ LAST FIRST MIDDLE | |
| OTHER NAMES USED ON OFFICIAL DOCUMENTS: _____ | |
| PERMANENT ADDRESS _____ NUMBER, STREET, BOX CITY STATE ZIP | PERMANENT PHONE NUMBER ____ -- ____ -- AREA NUMBER |
| TEMPORARY ADDRESS _____ NUMBER, STREET, BOX CITY STATE ZIP | TEMPORARY PHONE NUMBER ____ -- ____ -- AREA NUMBER |
| LOCATED AT TEMPORARY ADDRESS: FROM _____ TO _____ | CITIZEN OF USA _____ |
| PREVIOUS EMPLOYMENT BY CADDO PARISH SCHOOL BOARD _____ | DATES: FROM-TO JOB TITLE LOCATION |
| RELATIVES EMPLOYED BY CADDO PARISH SCHOOLBOARD _____ | NAME TITLE |
| ARE YOU RETIRED FROM A LOUISIANA SCHOOL DISTRICT? <input type="checkbox"/> Yes <input type="checkbox"/> No IF "YES" EXPLAIN _____ | |
| DID YOU PARTICIPATE IN DROP (DEFERRED RETIREMENT PLAN)? <input type="checkbox"/> YES <input type="checkbox"/> NO | |
| DATE ENTERED DROP (MONTH/YEAR) _____ DATE EXITED(MONTH/YEAR) _____ | |
| HAVE YOU WITHDRAWN YOUR RETIREMENT CONTRIBUTIONS? <input type="checkbox"/> YES <input type="checkbox"/> NO | RETIREMENT PLAN NAME _____ |

MILITARY EXPERIENCE

| | | |
|--|--------------|------------------|
| DATE: From _____ To _____ | BRANCH _____ | FINAL RANK _____ |
| TYPE OF DISCHARGE _____ WORK PERFORMED _____ | | |

Have you ever been convicted of a felony? Yes No

If yes, please explain by enclosing a confidential letter addressed to : C.P.S.B., Director of Certified Personnel, P.O. Box 32000, Shreveport, LA 71130-2000

Name _____ Social Security Number _____ - _____ - _____

TEACHING PREFERENCES

LIST GRADES AND/OR SUBJECTS YOU WANT TO TEACH _____

EDUCATION (Begin with most recent. Include all post-graduate education with hours of credit.)

| COLLEGE DEGREE | SCHOOL NAME AND ADDRESS NAME | MAJORS AND MINORS | OVERALL GRADE POINT AVERAGE |
|-----------------|---------------------------------|-------------------|--------------------------------|
| GRADUATION DATE | CITY STATE ZIP | | |
| DEGREE | NAME | | GRADE POINT AVERAGE |
| GRADUATION DATE | CITY STATE ZIP | | |
| DEGREE | NAME | | GRADE POINT AVERAGE |
| GRADUATION DATE | CITY STATE ZIP | | |
| DEGREE | NAME | | GRADE POINT AVERAGE |
| GRADUATION DATE | CITY STATE ZIP | | |
| DEGREE | NAME | | GRADE POINT AVERAGE |
| GRADUATION DATE | CITY STATE ZIP | | |

STUDENT TEACHING EXPERIENCE

| DATES | GRADES/SUBJECT TAUGHT | SCHOOL NAME, PHONE AND ADDRESS |
|-----------|-----------------------|--------------------------------|
| FROM MOYR | | SCHOOL NAME PHONE-AREA, NUMBER |
| TO MOYR | | STREET CITY STATE ZIP |

SUPERVISING TEACHER _____ SUPERVISING ADVISOR _____

| DATES | GRADES/SUBJECT TAUGHT | SCHOOL NAME, PHONE AND ADDRESS |
|-----------|-----------------------|--------------------------------|
| FROM MOYR | | SCHOOL NAME PHONE-AREA, NUMBER |
| TO MOYR | | STREET CITY STATE ZIP |

SUPERVISING TEACHER _____ SUPERVISING ADVISOR _____

| | | | | | |
|--|--------------|-------------------|----------------------------|-------------------|-------------------|
| Pre-Professional Skills | Score | Date Taken | Computer-Based PPST | Score | Date Taken |
| PPST: Reading | | | CBT: Reading | | |
| PPST: Writing | | | CBT: Writing | | |
| PPST: Mathematics | | | CBT: Mathematics | | |
| Principles of Learning & Teaching | Score | Date Taken | Core Battery | Score | Date Taken |
| PLT K-6 | | | Communication Skills | | |
| PLT 7-12 | | | General Knowledge | | |
| | | | Professional Knowledge | | |
| PRAXIS/NTE Specialty Areas | | | Score | Date Taken | |
| | | | | | |
| 2 | | | | | |

CERTIFICATE AND/OR LICENSE

| STATE | TYPE | NUMBER | ISSUE DATE | LAST UPDATE | EXPIRATION DATE | AREAS OF CONCENTRATION AND ENDORSEMENTS |
|-------|------|--------|------------|-------------|-----------------|---|
| LA(1) | | | | | | |
| | | | | | | |
| | | | | | | |

(1) If you have applied for a Louisiana certificate, write "APPLIED FOR" on this line.

TEACHING EXPERIENCE

INSTRUCTIONS: Do not include practice teaching, part-time or substitute teaching.

| | | | | | | |
|------------------------|-------------|---------------------------------|-----------|------------------|--------------------|--------------------------|
| DATES | | CURRENT OR LAST EMPLOYER | | | | |
| FROM | MO/YR | SCHOOL DISTRICT NAME | | | PHONE | |
| TO | MO/YR | ADDRESS: STREET | CITY | STATE | ZIP | MAY WE CONTACT EMPLOYER? |
| TOTAL YEARS | SCHOOL NAME | | | PRINCIPAL'S NAME | | |
| GRADES/SUBJECTS TAUGHT | | | JOB TITLE | | REASON FOR LEAVING | |
| DATES | | CURRENT OR LAST EMPLOYER | | | | |
| FROM | MO/YR | SCHOOL DISTRICT NAME | | | PHONE | |
| TO | MO/YR | ADDRESS: STREET | CITY | STATE | ZIP | MAY WE CONTACT EMPLOYER? |
| TOTAL YEARS | SCHOOL NAME | | | PRINCIPAL'S NAME | | |
| GRADES/SUBJECTS TAUGHT | | | JOB TITLE | | REASON FOR LEAVING | |
| DATES | | CURRENT OR LAST EMPLOYER | | | | |
| FROM | MO/YR | SCHOOL DISTRICT NAME | | | PHONE | |
| TO | MO/YR | ADDRESS: STREET | CITY | STATE | ZIP | MAY WE CONTACT EMPLOYER? |
| TOTAL YEARS | SCHOOL NAME | | | PRINCIPAL'S NAME | | |
| GRADES/SUBJECTS TAUGHT | | | JOB TITLE | | REASON FOR LEAVING | |
| DATES | | CURRENT OR LAST EMPLOYER | | | | |
| FROM | MO/YR | SCHOOL DISTRICT NAME | | | PHONE | |
| TO | MO/YR | ADDRESS: STREET | CITY | STATE | ZIP | MAY WE CONTACT EMPLOYER? |
| TOTAL YEARS | SCHOOL NAME | | | PRINCIPAL'S NAME | | |
| GRADES/SUBJECTS TAUGHT | | | JOB TITLE | | REASON FOR LEAVING | |

(use additional paper if necessary)

REFERENCES

INSTRUCTIONS: You must provide at least three (3) references. If you taught previously, list principals, supervisors, superintendents as references. If you have not taught, list your student teaching supervising advisor and cooperating teacher as two references. If you have a placement file with your college, list the Placement Office as one reference. You may list assistant principals, education professors and professors in subject matter fields as additional professional references.

| | | | |
|---------------|--|----------|-----|
| NAME | | POSITION | |
| STREET/PO BOX | | | |
| CITY | | STATE | ZIP |
| PHONE | | FAX | |

| | | | |
|---------------|--|----------|-----|
| NAME | | POSITION | |
| STREET/PO BOX | | | |
| CITY | | STATE | ZIP |
| PHONE | | FAX | |

| | | | |
|---------------|--|----------|-----|
| NAME | | POSITION | |
| STREET/PO BOX | | | |
| CITY | | STATE | ZIP |
| PHONE | | FAX | |

| | | | |
|---------------|--|----------|-----|
| NAME | | POSITION | |
| STREET/PO BOX | | | |
| CITY | | STATE | ZIP |
| PHONE | | FAX | |

PREVIOUS EVALUATION RESULTS (ONLY for applicants with prior Louisiana teaching experience)
Louisiana R.S. 17:39 5H requires that any school wishing to hire a person who has been evaluated pursuant to ACT 506, whether that person is already employed by the school or not, shall request such person's evaluation results as part of the application process. The board to which application is being made shall inform the applicant that as part of a mandated process, the applicant's evaluation results will be requested. The applicant shall be given the opportunity to apply, review the information received and provide any response or information the applicant deems appropriate.

if you have been employed by the Louisiana Public School District, you must furnish in the space below the name and address of the last such district where you were employed.

| | | | |
|---------------|--|----------|-----|
| NAME | | POSITION | |
| STREET/PO BOX | | | |
| CITY | | STATE | ZIP |
| PHONE | | FAX | |

Caddo Parish School Board will request evaluation results from the school district listed above. You will be given an opportunity to review the evaluation results received and to provide response or information you deem appropriate. Written responses will be retained with your application. (You will not be allowed to review responses listed in the section at the top of this page.)

AGREEMENT AND SIGNATURE

I certify that the information in this application is true and complete. I also certify that I can perform the duties and responsibilities inherent in this position with or without reasonable accommodations. I understand that furnishing false information or omitting information on this application could disqualify me from consideration for employment or could lead to discharge from employment. You are hereby authorized to make any investigations of my personal and employment history.

DATE _____

SIGNATURE _____



CADDO PARISH SCHOOL BOARD

POST OFFICE BOX 32000 • 1961 MIDWAY STREET • SHREVEPORT, LOUISIANA 71130-2000
AREA CODE 318 • TELEPHONE 603-6300 • FAX 631-5241

SEXUAL MISCONDUCT DISCLOSURE STATEMENT

As required by Louisiana Revised Statute 17:81.9, (Act 723), the applicant authorizes all previous city, parish, or other local public school system employers to disclose any and all information in the applicant's personnel file related to instances of sexual misconduct with students committed by the applicant. The applicant releases previous and current employers from liability for providing the requested information to the Caddo Parish School System.

- I have read and understand the statement above.
- **I also understand that I cannot be considered for employment in the Caddo Parish School System unless this form is signed.**
- I agree that a copy of this form will be sent to each of my previous employers.
- Each completed form received will be placed in my personnel file.

Please check the appropriate entry:

_____ I have formerly worked in (a) school district(s) in the State of Louisiana.

_____ I have never worked in a (a) school district(s) in the State of Louisiana.

PRINT FULL NAME

DATE

SIGNATURE OF EMPLOYEE

SOCIAL SECURITY NUMBER

*******THIS SECTION TO BE COMPLETED BY PREVIOUS EMPLOYER*******

Name of School System: _____

_____ There is no information in this employee's file indicating sexual misconduct.

_____ I have attached documentation regarding sexual misconduct.

Previous employers(s) should complete this form and return it **within twenty (20) business days** to the following address:

Caddo Parish School Board
Certified Human Resources Department
PO Box 32000
Shreveport, LA 71130-2000


Jan Holliday, Director, Human Resources

Date

Signature of Director, Human Resources: _____

CADDO PARISH SCHOOL BOARD
P.O. BOX 32000
SHREVEPORT, LA 71130-2000

TO: _____

REQUEST FOR EMPLOYMENT VERIFICATION

FIRST MIDDLE MAIDEN LAST SOCIAL SECURITY NUMBER

has applied to the Caddo Parish School Board for a teaching position and has indicated previous employment in your system at - _____ during the school sessions as follows: _____

We kindly request that you complete the following in order that we may allow credit for full-time teaching experience. Please use separate line for each year. (NOTE: Do Not give credit for day-by-day substitute teaching.)

| FROM | | TO | | SUBJECT OR | DAYS | STATE ACCREDITED | | SCHOOL |
|-------|------|-------|------|------------|--------|------------------|----|--------|
| MONTH | YEAR | MONTH | YEAR | GRADE | TAUGHT | YES | NO | |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |

Total number of years taught in your system: _____
Number of accumulated regular sick leave days remaining as of last day of employment: _____

| |
|---|
| Number of "extended sick leave" days remaining as of last day of employment: _____ Beginning date (mm/yy) of six year period _____ Ending date _____ Was there an interruption in service during this six year period? Yes _____ No _____ If yes, please explain documented circumstances and dates of interruption: _____ |
|---|

Would this person be considered for re-employment with your system? Yes _____ No _____

| | |
|---|------------------------|
| DATE: | SIGNATURE |
| RETURN TO: Human Resources, Certified Pers. Caddo Parish School Board P.O. Box 32000 Shreveport, LA 71130-2000 | TITLE: |
| | NAME OF SCHOOL SYSTEM: |
| | ADDRESS: |
| | |

SHOULD FAX, MAIL ORIGINAL

SEE INSTRUCTIONS ON THE BACK

INSTRUCTIONS TO EMPLOYEE

It is the responsibility of the employee to obtain verification of teaching experience. This form is provided for your use.

1. Complete the top section of this form and mail to respective district(s).
2. It is the employee's responsibility to check with this office to make certain this form has been received. If the form has not been received in this office, the employee is responsible for follow up.
3. You have 60 days from the date of employment to return your verification.

POLICY ON CREDIT FOR TEACHING EXPERIENCE

A year of teaching experience is defined as each scholastic year of employment as a certified teacher in public schools within any of the fifty states of the United States of America, or within any of its territorial possessions; or as a teacher in a private or parochial school, as an employee in a state department of education, or an instructor in an institution of higher learning. All such experiences must have been as a teacher in an institution or school accredited by one of the recognized regional accrediting agencies in the USA (e.g. SACS). Experience outside the USA, its territories or possessions must be in an institution or school accredited by an accrediting agency recognized by the USA.

A year of teaching experience is granted if the person was employed for at least ninety-one (91) instructional days during one scholastic year, excluding holidays, as authorized by the local governing board of the school or institution. However, not more than one (1) year of experience will be granted for a period inclusive of twelve (12) consecutive calendar months, ALL experience must have been on a full-time basis (as defined by the local governing board or the state governing board).

To receive credit for military service, a teacher must file, with his/her teaching service record, a copy of his/her military record (DD214). For determining total eligibility of military experience, one (1) year of teaching experience will be allowed for a full year of three hundred and sixty-five (365) days of military service. A maximum of two (2) years teaching experience will be given for military service.

Transfer of **regular sick leave** is provided in Louisiana Revised Statute 17:1201 (A) (3) as follows: "All sick leave accumulated by each member of the teaching staff pursuant to the provisions of this subsection shall be vested in the member of the teaching staff by whom such leave has been accumulated. In the event of the transfer of such member of the teaching staff from one city or parish public school system to another in this state, or upon the return of such member of the teaching staff to the same school system within five years or such longer period of time as may be approved by the governing authority of the school system to which the member of the teaching staff returned regardless of the dates on which the leave was accumulated or the date of the transfer or return of the member of the teaching staff, such vested leave shall be transferred from one public school system to another, the sick leave used shall be assessed against the most recent sick leave earned and accrued and successively from sick leave accrued last to sick leave accrued first."

Beginning August 15, 1999, and thereafter, teachers are entitled, over a six (6) year period, to up to ninety (90) days of "extended sick leave" which may be used for personal or family (as defined in the Act 1341 of 1999) illness should all accumulated and current regular sick leave be exhausted. The unused balance of such "extended sick leave" may be transferred from one Louisiana public school system to another as described above for regular sick leave. HOWEVER, the six year period also carries over from one public school system to the next.

Administrative Evaluation Form For Determination of NCLB Status Elementary, Middle, & High School Teachers (Regular and Special Education)

| | | | |
|---------------------------|---|----------------------------|---------------|
| Name of Teacher Applicant | SSN | # Yrs. Teaching Experience | Subject/Grade |
| Certificate Type & Number | Certification Area(s) as Listed on Teaching Certificate | | |

The Federal No Child Left Behind Act of 2001 (NCLB) requires all teachers (regular and special education) who teach core academic subjects to meet the "Highly Qualified" teacher requirements.

Timeline for Implementation:

Immediately for all teachers, teaching core academic subjects, hired on or after the first day of 2002-2003 school year in Title 1 schools (school wide) and teachers teaching core academic subjects in Title Funded positions in Non-Title 1 Schools.

NCLB legislation, core academic subjects have been defined as English, Reading, Language Arts, Math, Science, Foreign Languages, Civics, Government, Economics, Arts, History, and Geography.

Check and complete the appropriate NTE or PRAXIS Content/Subject Specific Area exam(s) as applicable:
(Please provide an original or notarized copy of all NTE/PRAXIS exams with your employment application.)

- Early Childhood Education (0020)
- Education in Elementary School (0010)
- Elementary Education , Curriculum Instruction & Assessment (0011)
- Elementary Education, Content Area Exercises (0012)
- Elementary Education, Content Knowledge (0014)
- Middle School Mathematics (0069))
- Middle School English/Language Arts (0049)
- Middle School Science (0439)
- Middle School Social Studies (0089)
- Secondary Subject Specific Exam _____ Exam # _____
- Secondary Subject Specific Exam _____ Exam # _____

List the number of semester hours achieved in the core content academic area(s) listed below:

English/Lang. Arts ____ Math ____ Science ____ Social Studies ____ Music ____ Art ____ Foreign Language ____

Master's degree in content area: ____ Yes ____ No **If yes, list academic major:** _____

National Board Certification: ____ Yes ____ No **If yes, list National Board Certification Area:** _____

Teacher Applicant's Signature

Date

Note: The definition of "Highly Qualified Teachers" as approved by BESE is available at www.louisianaschools.net.

For Central Office Use Only:
 Teacher meets the "Highly Qualified" requirements as defined by NCLB: ____ Yes ____ No
 If yes, list "Highly Qualified" area(s): _____
 Date of Employment: _____ School _____ Subject/Grade _____

Highly Qualified Teacher in Louisiana NEW TO THE PROFESSION

| Overall | Elementary | Middle School | Secondary |
|---|--|--|--|
| <p>Holds a certificate to teach in Louisiana (at least a Type C or Level 1 certificate, an Out-of-State certificate, or a Practitioner License); AND</p> | <p>Holds elementary school education certificate, a special education certificate that includes elementary school grades, or a special foreign language certificate to teach a specific foreign language in grades K-8; AND</p> | <p>Holds middle school education certificate; middle school math, English/ language arts, science, or social studies; a special education area that includes middle school grades; a secondary academic content area; or special foreign language certificate to teach a specific foreign language in grades K-8; AND</p> | <p>Holds certificate <i>for every core academic subject the individual teaches</i>; AND</p> |
| <p>Has the equivalent of an academic major; OR</p> | | <p>Has the equivalent of an academic major in a content area appropriate to the middle school level, <i>for every core academic subject the individual teaches</i>; OR</p> | <p>Has the equivalent of an academic major <i>for every core academic subject the individual teaches</i>; OR</p> |
| <p>Has passed the Louisiana licensing content-specific Praxis exam; OR</p> | <p>Has passed the Louisiana content-specific elementary education licensing exam; AND</p> | <p>Has passed the Louisiana subject-specific licensing exam required for a middle school academic content area or for a secondary (grades 7-12) academic content area that is appropriate to the middle school level, <i>for every core academic subject the individual teaches</i>; OR</p> | <p>Has passed the Louisiana subject-specific licensing exam <i>for every core academic subject the individual teaches</i>; OR</p> |
| <p>Has earned a master's degree in the content area in which he or she teaches; AND</p> | | <p>Has earned a master's degree in a pure content area (not in education) <i>for every core academic subject the individual teaches</i>; AND</p> | |
| <p>Does not presently have certification or licensure requirements waived on an emergency, temporary, or provisional basis.</p> | | | |

Definition of "Highly Qualified Teachers" under the No Child Left Behind Act
Approved by SBESE September 18, 2003

HIGHLY QUALIFIED TEACHER IN LOUISIANA

| “Not New” Elementary Teacher | |
|-------------------------------------|---|
| 1 | Holds elementary school education certificate, a special education certificate that includes elementary school grades, or a special foreign language certificate to teach a specific foreign language in grades K-8; AND |
| 2 | Does not presently have certification or licensure requirements waived on an emergency, temporary, or provisional basis; AND |
| 3 | Has passed the Louisiana content-specific elementary education licensing exam; OR |
| 4 | Holds a valid National Board for Professional Teaching Standards (NBPTS) certification in early childhood, middle childhood, or in a content area basic to the elementary school (e.g., Early Language Arts, Early Mathematics) and is teaching in the NBPTS area of certification; OR |
| 5 | Has at least 12 semester hours of credit in each of the four core disciplines (English/language arts, including reading and writing; math; science; and social studies); OR |

QUALIFIES UNDER

High Objective Uniform State Standard of Evaluation (HOUSSE) for NOT NEW ELEMENTARY TEACHERS

(By School Year 2005-2006)

A “not new” teacher who does not meet the requirements of paragraphs number 3, 4, or 5 above is considered highly qualified if he/she is state certified and teaching in the area of certification and if he/she completes ninety (90) Continuing Learning Units (CLUs) by the end of 2005-2006.

*A *Continuing Learning Unit* (CLU) is a professional development activity that builds capacity for effective, research-based, content focused teaching and learning that positively impacts student achievement. The *Louisiana Professional Development Guidance* will be used to define the 90 continuing learning units.

Definition of “Highly Qualified Teachers” under the No Child Left Behind Act
Approved by SBESE September 18, 2003

HIGHLY QUALIFIED TEACHER IN LOUISIANA

| | “Not New” Middle School Teachers | “Not New” Secondary School Teachers |
|---|--|---|
| 1 | Holds a valid teaching certificate appropriate for grades 6-8 (e.g., Elementary Education 1-8, Upper Elementary Education 5-8, Middle School Education); a special education area that includes middle school grades; a secondary academic content area; or special foreign language certificate to teach a specific foreign language in grades K-8; AND | Holds certificates for every core academic subject the individual teaches; AND |
| 2 | Does not presently have certification or licensure requirements waived on an emergency, temporary, or provisional basis; AND | Does not presently have certification or licensure requirements waived on an emergency, temporary, or provisional basis; AND |
| 3 | <p>a) Has passed Louisiana subject-specific licensing exam required for a middle school academic content area or for a secondary (grades 7-12) academic content area that is appropriate to the middle school level, <i>for every core academic subject the individual teaches</i>; OR</p> <p>b) Has the equivalent of an academic major in a content area appropriate to the middle school level, <i>for every core academic subject the individual teaches</i>; OR</p> <p>c) Has earned a master’s degree in a pure content area (not in education) <i>for every core academic subject the individual teaches</i>; OR</p> <p>d) Holds a valid National Board for Professional Teaching Standards (NBPTS) certification in a core content area and is teaching in the NBPTS area of certification; OR</p> | <p>a) Has passed the Louisiana subject-specific licensing exam required for a secondary (grades 7-12) academic content area, <i>for every core academic subject the individual teaches</i>; OR</p> <p>b) Has the equivalent of an academic major in a secondary content area, <i>for every core academic subject the individual teaches</i>; OR</p> <p>c) Has earned a master’s degree in a pure content area (not in education) <i>for every core academic subject the individual teaches</i>; OR</p> <p>d) Holds a valid National Board for Professional Teaching Standards (NBPTS) certification in a core content area and is teaching in the NBPTS area of certification; OR</p> |

QUALIFIES UNDER

High Objective Uniform State Standard of Evaluation (HOUSSE) for “Not New” Middle School and Secondary Teachers (By School Year 2005-2006)

A “not new” teacher who does not meet the requirements of the paragraphs 3(a), 3(b), 3(c), or 3(d) above is considered highly qualified if he/she is state certified and teaching in the area of certification and if he/she completes ninety (90) Continuing Learning Units (CLUs) by the end of 2005-2006.

*A *Continuing Learning Unit (CLU)* is a professional development activity that builds capacity for effective, research-based, content focused teaching and learning that positively impacts student achievement. The *Louisiana Professional Development Guidance* will be used to define the 90 continuing learning units.

CADDO PARISH SCHOOL BOARD
1961 Midway Ave.
P.O. BOX 32000
SHREVEPORT, LA 71130-2000

Phone (318) 603-6300
Fax (318) 603-7009

VOLUNTARY DISCLOSURE OF PERSONAL INFORMATION

The information requested below will be used to report applicant data as it relates to the Consent Decree between Caddo Parish School Board and the United States District Court for the Western District of Louisiana Shreveport Division. This information is voluntary and will be maintained separately from your application form and will not affect an employment decision.

DATE _____ SOCIAL SECURITY NUMBER _____

NAME _____
LAST FIRST MIDDLE OR INITIAL

RACE : _____ AMERICAN INDIAN

_____ ASIA/PACIFIC ISLANDER

_____ BLACK

_____ HISPANIC

_____ WHITE

I am providing this information voluntarily for the purpose described above. I understand that I am protected by Laws prohibiting discrimination on the basis of race, color, national origin, religion, sex, age and handicapping condition.

SIGNATURE

