

# Changes for the 2016-2017 Assignment Credential Manual

## Federal HQT Requirement:

- The Federal HQT requirement column has been removed from the manual and also from the Assignment Credential Report (Previously titled Credential/HQT report)
- The term Highly Qualified Teacher (HQT) was a federal initiative under the No Child Left Behind - Elementary and Secondary Education Act (ESEA). The act required all teachers who teach in a core content area(s) to demonstrate content mastery in the specific content area for which they are teaching. Under the new Every Student Succeeds Act (ESSA), the highly qualified requirement is removed effective July 1, 2016. A collaborative group of educational stakeholders will determine if current rules regarding teacher preparation within Idaho Code is sufficient or if additional requirements are needed to increase the effectiveness of Idaho educators.
- Additional information on HQT and what that means for All Subjects K/8 teachers teaching in a middle school, special education teachers and core content secondary teachers can be found on the HQT website at:  
<http://sde.idaho.gov/cert-psc/cert/hqt.html>

## Coding Elementary – All Subjects K/8 Teachers:

- An elementary teacher in a self-contained classroom can be coded using a single assignment code or the codes may be broken out. Please do not mix 00009/00010 with the broken out codes. You would not code someone with 00009/00010 in conjunction with 00011, 00041, etc.

Do it this way:

**00009 Elementary Instruction - All Subjects Self-Contained (Gr. 1-3)**

**00010 Elementary Instruction - All Subjects Self-Contained (Gr. 4-6)**

OR

This way:

**00011 English – Elementary (Gr. 1-6)**

**00041 Mathematics – Elementary (Gr. 1-6)**

**00061 General Science – Elementary (Gr. 1-6)**

**00063 Social Studies – Elementary (Gr. 1-6)**

**00005 Exploratory – Elementary (Gr. K-6)**

- The 7029 Generalist K/12 endorsement (i.e., special education endorsement) has been eliminated from the regular elementary assignment codes as it was determined the person prepared as a special education teacher does not have the same preparation as the elementary teacher. If a district/charter has been using a person with the Exceptional Child – Generalist K/12 as an elementary teacher and the person does not hold the Elementary Certificate – All Subjects K/8 endorsement a request to add the endorsement can be made if the following can be submitted: a letter of support from the district, proof of passage of the Elementary Multiple Subjects Praxis II assessment and two successful evaluations from the last two years. Upon receipt of the documentation the All-Subjects K/8 endorsement may be added to the candidate’s current credential.

**IMPORTANT:** If the candidate has not been teaching elementary for the last two years or does not have successful evaluations, the district can apply for the Alternative Authorization – Teacher to New Certification/Endorsement, allowing time for the candidate to complete the requirements outlined by a college/university or ABCTE in order to obtain the Elementary Certificate - All Subjects K/8 Endorsement.

- Use assignment code **00070 Supplemental Instruction – Elementary (Gr. K-6)** for those teachers who are supplementing the elementary instruction provided to help children most in need to meet state standards. Can be used for a Title I teacher who is supplementing the instruction of an elementary teacher of record, not in place of. (Not intended for special education, see codes 00080, 00081, 00083 as applicable). Title I teachers in their own classroom should be coded using the self-contained elementary code or the broken out codes, previously noted above in this document.

**Coding Exceptional Child – Generalist K/12 (Special Education) Teachers:**

- Coding for special education assignments have been simplified from last year.
- The following endorsements have been eliminated as they are no longer approved in Idaho Code, if a person holds one of the endorsements they will be grandfathered in and given the Generalist K/12 endorsement automatically.

**7031 Serious/Emotion K/12**  
**7032 Sev Retardation K/12**  
**7033 Multiple Impair K/12**  
**7034 Physical Impair K/12**

- The assignment code **00084 Special Education – Elementary (Gr.1-6)** has been eliminated. The assignment code **00080 Special Education Generalist (Gr. 1-6)** can be used for a self-contained special education classroom; pull-out

or they might go into the teacher of records' classroom and assist with a student. Similar to elementary, the district/charter can code the special education teacher with this self-contained code or the codes may be broken out. Please do not mix 00080 with the broken out codes. You would not code someone with 00080 in conjunction with 00087, 00095 etc.

Do it this way:

**00080 Special Education Generalist (Gr. 1-6)**

OR

This way:

**00087 Special Education English – Elementary (Gr. 1-6)**

**00095 Special Education Mathematics – Elementary (Gr. 1-6)**

**00093 Special Education General Science – Elementary (Gr. 1-6)**

**00094 Special Education Social Studies – Elementary (Gr. 1-6)**

**00092 Special Education Exploratory – Elementary (Gr. 1-6)**

- The assignment code **00081** Special Education Kindergarten Instruction (Gr. K) should be used for special education kindergarten and **00083** should be used for Early Childhood Education – Special Education (Gr. PreK). For migrant or non-special education preschool, use code **00003**.
- At the middle school and high school, the assignment codes 73007 and 23007 are similar to 00080 but for self-contained only.

**73007 Self-Contained – Special Education (Gr. 6-8)**

**23007 Self-Contained – Special Education (Gr. 9-12)**

The Special Education teacher provides specially designed instruction in core content subjects to students assessed against alternate content standards. May be used for teachers providing instruction in a self-contained classroom.

- 73006 and 23006 are similar to 00080 but for pull out (or they might go into the other teacher's classroom) when the student has a teacher of record for a specific subject but might need additional assistance. NOTE: These codes are in place of the "S" teacher role code (special education/supplemental) that we tried last year.

**73006 Support - Special Education (Gr. 6-8)**

**23006 Support - Special Education (Gr. 9-12)**

The Special Education teacher provides specially designed instruction to students who are eligible for special education services. This code should be used for all supplemental services and/or to facilitate the

instruction provided by a teacher of record. This code is not intended to be used when the special education teacher is the only teacher of record for the student's core content.

- The broken out special education assignment codes should be used anytime the special education teacher is the teacher of record for a specific assignment;

**51982 English – Special Education (Gr. 6-8)**  
**01982 English – Special Education (Gr. 9-12)**  
**52046 Mathematics – Special Education (Gr. 6-8)**  
**02046 Mathematics – Special Education (Gr. 9-12)**  
**53996 Science - Special Education (Gr. 6-8)**  
**03996 Science - Special Education (Gr. 9-12)**  
**54981 Government – Special Education (Gr. 6-8)**  
**04981 Government – Special Education (Gr. 9-12)**  
**54982 Economics – Special Education (Gr. 6-8)**  
**04982 Economics – Special Education (Gr. 9-12)**  
**54983 Geography – Special Education (Gr. 6-8)**  
**04983 Geography – Special Education (Gr. 9-12)**  
**54984 History – Special Education (Gr. 6-8)**  
**04984 History – Special Education (Gr. 9-12)**

**NOTE:** An Exceptional Child Certificate with a Generalist K/12 Endorsement allows the certificate holder to teach any subject identified within goals and objectives on a special education student's Individualized Education Plan (IEP). There are no additional highly qualified requirements that need to be met to teach any subject to students who are on an IEP. This includes, but is not limited to science, social studies, English language arts, mathematics, etc. to sixth through twelfth grade (6th-12th) special education students. This does not allow the Generalist K/12 teacher to teach core content assignments to students who are not on an IEP.

### **Endorsement changes:**

- The following endorsements have been added to the manual:

7400 Computer Science 6/12  
7990 Engineering 6/12  
7020 Teacher Librarian K/12 (name changed from Library Media Specialist)  
7710 World Language K/12 (name changed from Foreign Language)

- The endorsements below have been eliminated from the SDE Assignment Credential manual as they no longer exist in Idaho Code, however, in most instances the individual will be grandfathered in with the endorsement(s) currently available in Idaho Code which most closely aligns (see table below for alignment):

7009 All Subjects K/3  
 7031 Serious/Emotion K/12  
 7033 Multiple Impair K/12  
 7034 Physical Impair K/12  
 7141 Comm/Drama 6/12  
 8141 Comm/Drama 6/9  
 7950 Consumer Economics 6/12

Endorsement number	If they have this endorsement	We will give them this endorsement
8141	Communication/Drama 6/9	8144 Communication 6/9 and also 8137 Drama 6/9
7141	Communication/Drama 6/12	7144 Communication 6/12 and also 7137 Drama 6/12
8223	American Government 6/9	8222 Am Gov/Political Science 6/9
7223	American Government 6/12	7222 Am Gov/Political Science 6/12
8227	Political Science 6/9	8222 Am Gov/Political Science 6/9
7227	Political Science 6/12	7222 Am Gov/Political Science 6/12
7950	Consumer Ec 6/12	7228 Economics 6/12
7051	Elementary School Principal	7053 School Principal Pre-K/12
7052	Secondary School Principal	7053 School Principal Pre-K/12
7005	School Nurse	7027 School Nurse
7031	Serious/Emotion Disturbed K/12	7029 Generalist K/12
7032	Severe Retardation K/12	7029 Generalist K/12
7033	Multiple Impairment K/12	7029 Generalist K/12
7034	Physical Impairment K/12	7029 Generalist K/12

**Assignment changes:**

- Occupational Therapist and Physical Therapist are not required to hold a pupil personal certificate and should not be coded as certificated. The following should be used for coding OTs and PTs:

**97712 Occupational Therapist**

Health care professional working with children in need of occupational therapy. This code may be used only for individuals working in a noncertified capacity. Funds may be withheld for misassignment if standards exist for the service being provided and the person does not qualify for the required certification.

**97713 Physical Therapist**

Health care professional working with children in need of physical therapy. This code may be used only for individuals working in a noncertified capacity. Funds may be withheld for misassignment if standards exist for the service being provided and the person does not qualify for the required certification.

- Two new codes have been created to accommodate the recently approved board rule regarding College and Career Ready Advisor. The district/charter can use a certificated or a non-certificated/classified person to perform the duties of a College and Career Ready Advisor. The first code (31000) below is used for an individual who is certificated. The second code (97735) is to be used for classified staff.

**31000 College and Career Ready Advisor**

A certified person who advises students on issues dealing with college and career readiness. They cannot perform the regular duties of a school counselor without holding the Pupil Personnel Services Certificate – School Counselor Endorsement.

**97735 College and Career Ready Advisor**

A non-certified person who advises students on issues dealing with college and career readiness. They cannot perform the regular duties of a school counselor without holding the Pupil Personnel Services Certificate – School Counselor Endorsement. The classified person is required to have completed some professional development in College and Career Ready Advising.

**NOTE:** A College and Career Ready Advisor cannot be the school counselor. They should not be providing counseling services. Conversely, the school counselor should not be the college and career advisor.

- Two codes available for **Community Resource Worker**. The district can use a certificated counselor or social worker or they can use a non-certified/classified employee. The first code (32150) below is used for an individual who holds either a school counselor endorsement or a school social worker endorsement. The second code (97714) is to be used for classified staff.

**32150 Community Resource Worker (All grades)**

Provides services on behalf of the school/district for purposes relating to the community as a whole or some other segment of the community.

These services may include civic activities, community welfare, and programs of care and well being of children.

**97714 Community Resource Worker**

Provides services on behalf of the school/district for purposes relating to the community as a whole or some other segment of the community.

These services may include civic activities, community welfare, and programs of care and well being of children. This code may be used only for individuals working in a noncertified capacity. Funds may be withheld for misassignment if standards exist for the service being provided and the person does not qualify for the required certification.

- Endorsement **7421 Biological Science 6/12** has been removed from assignment codes **53001 Earth Science (Gr. 6/8)** and **03001 Earth Science (Gr. 9/12)**. The experts reviewing the teacher preparation science standards, endorsement requirements and assignment codes determined the biology endorsed teacher is not adequately prepared to teach earth science. In addition; the biology endorsements and the geology endorsements have been eliminated from **03004 Astronomy**.

**Coding for Mathematics:**

- Use code **02074 Principals of Algebra and Geometry (Gr. 9/12)** for 9<sup>th</sup> grade student who did not pass Pre-Algebra in 8<sup>th</sup> grade.
- The following integrated math assignments have been created:

**52060 Integrated Math – First Year/Year One (Gr. 6-8)**

**02060 Integrated Math – First Year/Year One (Gr. 9-12)**

Integrated Math First Year/Year One courses emphasizing relationships between quantities, linear and exponential relationship, reasoning with equations, descriptive statistics, congruence, proof, and constructions, connecting algebra and geometry through coordinates.

- The mathematic assignment codes below can now be taught by a person who holds the **7320 Basic Mathematics 6/12** or **8320 Basic Mathematics 6/9** endorsements:

**52072 Geometry (Gr. 6-8)**

**02072 Geometry (Gr. 9-12)**

Course emphasizing an abstract, formal approach to the study of geometry, include topics such as properties of plane and solid figures; deductive methods of reasoning and use of logic; geometry as an axiomatic system including the study of postulates, theorems, and formal proofs; rules of congruence, similarity, parallelism, and perpendicularity;

and rules of angle measurement in triangles, including right triangle trigonometry, coordinate geometry, and transformational geometry. Review topics: basic measurement, perimeter, area, and volume, and inductive methods of reasoning. Enhancement topics: topology, locus, and non-Euclidean geometries.

**52074 Principles of Algebra and Geometry (Gr. 6-8)**

**02074 Principles of Algebra and Geometry (Gr. 9-12)**

Course providing additional preparation for Algebra I, Principles of Algebra and Geometry courses combine the study of some pre-algebra and algebra topics with introductory geometry topics. These courses include the study of formulas, algebraic expressions, first degree equations and inequalities, the rectangular coordinate system, area, perimeter, and volume of geometric figures, and properties of triangles and circles. Review topics: arithmetic using rational numbers, measurement systems, and basic statistics. Enhancement topics: operations involving real numbers, evaluating rational algebraic expressions, graphing first degree equations and inequalities, translating word problems into equations, operations with and factoring of polynomials, and solving simple quadratics. (Use code 02074 for ninth grade students in need of pre-algebra remediation)

**Coding for Virtual Teachers and the Proctor in the Classroom:**

- First, it is very important to keep in mind, Plato, Novanet, etc., are considered curriculum to be taught by the properly endorsed teacher. They are not courses like IDLA where a properly endorsed teacher provides the instruction.
- The virtual teacher and the proctor in the classroom should be given the same assignment code and the proctor in the classroom should have the “teacher role” of “P” for proctor. If the proctor in the classroom is not certificated, code the proctor with a classified (non-certified) assignment code, i.e., 97501.

**Important:** Please make sure to read through the Step-by-Step Instructions for Assignment Credential Reporting. Additional helpful information can be obtained that is relevant to reporting but not necessarily an Assignment Credential Manual change from last year.

Thank you for all your hard work and persistence!