

# Certification Requirements and

# Educator Ethics: Employment vs. Certification



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Teacher Certification and Professional Standards

# Objective

## Certification/Endorsement, Highly Qualified Teacher Requirements and Reporting

- Certification/Endorsement
- Highly Qualified Teacher
- Fingerprinting/Background History Check
- Past Job Performance Inquiry
- Assignment Credential Manual
- Credential/HQT Report

## Ethics Violations and Reporting

- Statute and Rules for Reporting
- The Role of the Professional Standards Commission



# Certification/Endorsement

## Idaho Code §33-1201 Idaho certification is required!

- **Proper certification and endorsement** is required for all instructional staff, administrators, school nurses, librarians, PE teachers, etc.
- **Long-term substitute (LTS)**
  - Is a person who has taken over an assignment for a teacher of record, who stays in the same classroom, teaching the same assignment for 10 consecutive days or more.
  - Must be tied to a teacher of record.
  - Should only be used when necessary for emergency situations
- **Assisting teachers and Paraprofessionals (Parapros)**
  - Should never be the teacher of record, they assist the teacher of record.
  - They are not to be used as physical education teachers, music teachers, school librarians, study skills teachers...
  - Use the 9000 Non-Certified codes for parapros that are assisting the teacher of record.
  - PLATO is a form of curriculum and must be facilitated by a teacher of record who is appropriately certificated/endorsed for the assignment and therefore should not be taught by a Parapro.

# Highly Qualified Teacher (HQT)

- HQT is required for core content assignments ONLY
- Three components required for teachers teaching core content assignments
  - 1) BA or higher
  - 2) valid state certification
  - 3) demonstration of content mastery
- Core content areas and methods to achieve HQT status



# State Employment Requirements: Idaho Code Title 33 Chapter 512 - Fingerprinting

§33-521(15). To require that all certificated and non-certificated employees hired on or after July 1, 2008, and other individuals who are required by the provisions of section §33-130, Idaho Code, to undergo a criminal history check shall submit a completed ten (10) finger fingerprint card or scan to the department of education **no later than five (5) days following the first day of employment or unsupervised contact with students in a K-12 setting, whichever is sooner.**



# State Employment Requirements:

## Idaho Code Title 33 Chapter 12 - Performance History

**§33-1210. Information on past job performance.** Before hiring an applicant, a school district shall request the applicant to sign a statement authorizing the applicant's current and past employers

- to release to the hiring school district all information relating to the job performance and/or job related conduct,
- to release copies of ***all documents in the previous employer's files***

-Not later than twenty (20) business days after receiving a request a school district within Idaho shall provide the information requested

-A hiring district shall request from the office of the superintendent of public instruction ***verification of certification status***, any past or pending violations of the professional code of ethics

-A school district shall not hire an applicant who does not sign the statement

# ISEE Staff Reporting Certification and HQT Verification



# Assignment Credential Manual

## Assignment Credential Manual

- Aligns - Assignment > Endorsement > HQT
- Manual will help identify endorsements and highly qualified requirements for core content assignments and non-core content assignments



**2015-2016 ISEE Manuals**



**[2015-2016 Assignment Credential Manual](#)**



# Ensure Funding for Certification/HQT

Withheld funding is based on percentage assignment FTE for any assignment for which the teacher of record is not appropriately certificated and/or endorsed or highly qualified.

Use the **Assignment Credential Manual** to determine the alignment between the assignment, the required endorsement and to determine if it is a core content area that requires highly qualified status.

A district/charter can apply for an alternate authorization to secure funding for those assignments being taught by someone that does not currently hold the proper credential for the assignment being taught.



# Ensure Funding for Certification/HQT issues

Alternative Authorizations will ensure funding when a person does not hold the proper certificate and/or endorsement for the assignment and allow time for the person to obtain the proper certificate and/or endorsement

THERE IS NO WAY IN IDAHO TO ADD AN ENDORSEMENT THROUGH PRAXIS II TESTING ALONE!

**PROVISIONAL AUTHORIZATION IS NO LONGER AVAILABLE**



# Ensure Funding for HQT Issues

The “Plan for Achieving Highly Qualified Status” will ensure funding when the teacher holds the proper endorsement, but must achieve highly qualified status for teaching in a core content area.

Elementary Education (regular education and special education) English/Language Arts, Math, Science, Foreign Language Political Science/Government, History, Geography, Economics, Visual and Performing Arts (Music, Drama, Arts – excludes Dance)

The “Plan for Achieving Highly Qualified Status” and additional information including the methods of achieving highly qualified status can be obtained on the SDE website.

An authorization is not necessary when a person holds the proper endorsement, but must achieve highly qualified status only.

***Elementary Core Content cannot be demonstrated by:*** Graduate or Undergraduate degree major (30 credits) in content area or NBPTS certification.



# Professional Standards: Idaho Code of Ethics



# Ethics Violation Overview

- Who may file a complaint?
- What are the reporting requirements?
- Where to find information on ethics complaint?
- What is the formal complaint process?



# Who May File a Complaint?

- An individual with a substantial interest in the matter;
- A board of trustees; or,
- The Idaho Chief Certification officer.

**Note:** *A student in an Idaho public school **may not** file.*



# What are the Reporting Requirements?

## ***Idaho Code Title 33 Chapter 12 - Teachers***

### ***§33-1208A. REPORTING REQUIREMENTS AND IMMUNITY.***

The board of trustees of a school district, through its designee, shall, ***within ten(10) days of the date the employment is severed, report to the chief officer of teacher certification the circumstances and the name of any educator who is dismissed, resigns or is otherwise severed from employment*** for reasons that ***could*** constitute grounds for revocation, suspension or denial of a certificate.

Any person providing a report under the provisions of this section shall have immunity from any liability, civil or criminal, that may otherwise be incurred or impose.



# What are the Reporting Requirements?

## Code of Ethics – Requirement to Report

### IDAHO ADMINISTRATIVE CODE 08.02.02.076

**10. Principle IX – Duty to Report.** A professional educator reports breaches of the Code of Ethics for Idaho Professional Educators and submits reports as required by Idaho Code. Unethical conduct includes, but is not limited to:

- a. Failure to comply with Section §33-1208A, Idaho Code, (reporting requirements and immunity); (3-20-04)**
- b. Failure to comply with Section §16-1605, Idaho Code, (reporting of child abuse, abandonment or neglect); (4-11-06)**
- c. Failure to comply with Section §33-512B, Idaho Code, (Suicidal tendencies and duty to warn); and (4-11-06)**
- d. Having knowledge of a violation of the Code of Ethics for Idaho Professional Educators and failing to report the violation to an appropriate education official. (3-20-04)**



# What is the Formal Complaint Process?

## Complaint Package Received

- How to File and Ethics Complaint
- Dispute Resolution Strategies
- Complaint Screening Guidelines

## Decision (IDAHO CODE SECTIONS §33-1208 through §33-1209)

- Dismiss for no sufficient grounds or appropriate district action
- Open a case for investigation



# LESSONS LEARNED.....

- Interstate reporting can be slow
- PSC action against certificates may be dependent upon district action BUT employment decisions must not be confused with certification decisions
- Have a district policy in place in the event of potential violations – Do NOT wait for the PSC to take action!
- Have a district policy in place regarding social media



# Teacher Certification and Professional Standards Contacts

- Amber Duke [aduke@sde.idaho.gov](mailto:aduke@sde.idaho.gov) – General Certification Information
- Shannon Haas [shhaas@sde.idaho.gov](mailto:shhaas@sde.idaho.gov) – Background Investigation Check/Fingerprinting & Ethics
- Christie Miranda [cmiranda@sde.idaho.gov](mailto:cmiranda@sde.idaho.gov) – Alternate Authorizations, ISEE Assignment Information
- Annette Schwab [asschwab@sde.idaho.gov](mailto:asschwab@sde.idaho.gov) – Ethics, General Professional Standards Commission Information & Past Performance Requests
- Teresa Burgess [tburgess@sde.idaho.gov](mailto:tburgess@sde.idaho.gov) – HQT and Title IIA



# COMMENTS AND QUESTIONS?

