

Personnel

Professional Personnel - Qualifications and Certification

Each certified staff member must have a current Illinois certificate which legally qualifies him or her for the duties for which he or she is employed. The staff member shall be responsible for securing and maintaining a valid certificate.

Each teacher shall be responsible for having a copy of the certificate or other valid proof of certification, and a current receipt showing certificate registration in the Superintendent's office no later than the end of the first week of school, each school year. A certified staff member's checks may be withheld until the certificate has been registered with the Regional Office of Education and proof of registration has been received by the Superintendent or his or her designee. On or before each February 7 or September 7 each teacher must also have a complete, up to date set of college transcripts, including any new credits, on file with the Superintendent. The teacher shall notify the Superintendent of any certification change within 30 days after it has occurred. All teachers with primary responsibility for instructing students in the core academic subject areas (science, the arts, reading or language arts, English, history, civics and government, economics, geography, foreign language and mathematics) must be *highly qualified* for those assignments as determined by State and federal law.

All teachers hired must be highly qualified, as defined by State and federal law.

The Superintendent or designee shall:

1. Monitor compliance with State and federal law requirements that teachers be appropriately certified and *highly qualified* for their assignments; and
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:
  - (a) of their right to request their students' classroom teachers' professional qualifications, and
  - (b) whenever their child is assigned to, or has been taught for 4 or more consecutive weeks by, a teacher who is not *highly qualified*.

LEGAL REF.: Illinois School Code, Sec. 10-20.15, 21-1, 21-10, 21-11.4, and 24-23 (105 ILCS 5/10-20.15, 5/21-1, 5/21-10, 5/21-11.4, and 5/24-23); and 23 Ill.Admin.Code § 1.620.  
Section 1119 of the No Child Left Behind Legislation of 2001.

Adopted: October 9, 1997  
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Revised: January 27, 2011