

## SAMPLE MONITORING DOCUMENTATION FOR NEWLY HIRED NOT HIGHLY QUALIFIED TEACHERS

For each teacher new to the district and not highly qualified, the district must keep on file evidence of the efforts made to recruit and hire a highly qualified teacher for the position. The district should keep the following documents on file.

Hiring File	Personnel File of Individual Hired for Position
<ul style="list-style-type: none"> <li><input type="checkbox"/> Job Announcement</li> <li><input type="checkbox"/> Application</li> <li><input type="checkbox"/> Screening criteria</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> "Highly Qualified" Verification Form with supporting documentation that the applicant hired is highly qualified in at least one core content area in which s/he is teaching.</li> <li><input type="checkbox"/> "Highly Qualified" Supporting Documentation which should include at least one of the following:               <ul style="list-style-type: none"> <li>➤ Out-of state "Highly Qualified" verification,</li> <li>➤ HOUSSE verification form with corresponding evidence,</li> <li>➤ Transcripts showing major(s), advanced degree(s), or equivalency to major (30 semester hours or equivalent as defined by regulation 4AAC 04.210),</li> <li>➤ Advanced credential(s) or certification(s),</li> <li>➤ National Board Certification (If elementary, must fill out HOUSSE form), or</li> <li>➤ Praxis II tests. Indicate all Praxis II tests for which the teacher has achieved a passing score.</li> </ul> </li> <li><input type="checkbox"/> Individual Teacher Plan for Achieving Highly Qualified Status listing each core content area taught, the teacher's highly qualified status for each area, and the option(s) selected to achieve highly qualified status in any non-highly qualified area.</li> </ul>

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### Reminder

Evidence must also be available that the district has a plan to ensure that the Not Highly Qualified teachers receive:

- support and assistance related to content knowledge and teaching skills needed for the teaching assignment and
- high-quality professional development, which must meet the NCLB definitions and criteria.

This evidence should be found in the following district documents: Local Education Agency (LEA) Plans for Highly Qualified Teachers, Title IIA Professional Development Plan, NCLB Consolidated Application and the associated budgets.