Employment of Teaching-Licensed and Non-Licensed Persons in an Adult Education Program

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Introduction

In order to maintain programs of high standards and integrity, program staff members must be appropriately qualified for their assignments. Programs are expected to follow the employment practices defined in Board Rule R277-733-4-J-L. It is recognized that at times adult education programs located within a school district may not be able to find/employ persons who have a current Utah teaching license, but may have the opportunity to employ a person with a post-secondary degree who would be willing to pursue a Career and Technical Education – Alternative Preparation Program (CTE-APP) license area of concentration. Persons employed to teach in a community-based organization (non-school district) should have, at minimum, a college degree in an education-related field. Persons employed in a community-based organization providing ESOL instruction must have a current TESOL or ESL credential.

Purpose

In order to maintain consistent, credible, and progressive adult education programs in either a school district or community-based organization, adult education employment standards must be met and maintained. When a school district program finds it necessary to employ any person not currently credentialed as a Utah teacher but possessing a post-secondary degree(s) and/or TESOL or ESL credentials, consistent employment standards must be followed to ensure that adult education programs maintain integrity and high professionalism.

Local Program Responsibilities

School District Employment

Employment of a non-licensed person in lieu of a licensed Utah teaching professional requires that the person being considered for employment apply for and be approved to pursue a Career and Technical Education – Alternative Preparation Program (CTE-APP) license area of concentration for employment solely in an adult education program (R277-733-4-K). Employment of a non-licensed person is the LEA's decision.

Career and Technical Education – Alternative Preparation Program (CTE-APP) License

The Career and Technical Education – Alternative Preparation Program (CTE-APP) license area of concentration is issued by the State Board of Education for a three-year period, enables the holder to teach only in a specific CTE or technical field in the public school system, and may require educational coursework. An Adult Education CTE-APP license is issued for employment solely in an accredited adult education program. Educators have three years to complete licensure.

The following process/criteria must be met for continued employment as a CTE-APP employee:

Part A

1. The person seeking employment as a CTE-APP applicant is responsible for obtaining a teaching position in a Northwest-accredited adult education program.

2. Provide proof of post-secondary completion (i.e., official college transcript detailing classes as well as a statement of date and degree awarded).

3. Submit to the USOE Adult Education Services coordinator an Adult Education CTE-APP Application for approval.

Part B

Upon approval of the initial application, the CTE-APP applicant has three years to complete the following:

1. A 360-hour (minimum) student teaching experience in a Northwest-accredited adult education program of employment consisting of the following components:
    a. Adult education assessments – <u>30 assessments per program year for each of the three years,</u> or a total of 90 assessments by the time all requirements are completed
        i. Complete administration certification in program-utilized assessments, including TABE and BEST Literacy/BEST Plus or CASAS.
        ii. Interpret the results of the above-named assessments.
        iii. Persons employed in a rural/small program may receive an exemption as to the number of required assessments upon written application to the adult education state coordinator or designee.

    b. SEOP development and counseling – 60 hours
        i. Participate in SEOP development.
        ii. Participate in student counseling related to selected goals.
        iii. Participate in registration and class scheduling.

    c. Teaching of adult students – 150 hours*
        i. Prepare lesson plans in teaching discipline(s) in which the person is employed (ESOL, ABE and/or AHSC).
        ii. Complete direct teaching in area(s) in which applicant is employed (ESOL, ABE and/or AHSC).

    Note: *If the applicant will be teaching adult education high school completion courses, the teaching experience is to be extended to a total of 300 hours to allow for teaching experiences in multiple curricula, as determined by the program director. A "Methods of Teaching Adults" course from an accreditated post-secondary institution can be used in lieu of Part c.

2. Pedagogical knowledge requirements include three credit hours (3.0) of college coursework in each of the following areas:

a. Instruction, Technology, Assessment and Planning
b. Creating a Learning Environment
c. Introduction to Special Education
d. Survey of Learning and Teaching of Diverse Populations
e. Literacy Strategies

College programs and additional information pertaining to required courses can be found at www.slcccontinuinged.com. Choose Transition to Teaching on the left hand menu which opens the Alternative Routes to Licensure (Transition to Teaching) page. Choose All Program Courses. The above courses are listed with class information and a link to class schedules.

Note: During the process of completing an Adult Education CTE-APP license, credit issued for an adult education high school completion course must be awarded only under the direct supervision of a Utah-licensed educator.

Upon completion and approval, adult education CTE-APP applicants will be issued a CTE license with an adult education endorsement. The CTE license and adult education endorsement authorize the applicant to be hired and to teach solely in adult education. Adult Education CTE-APP teachers cannot teach in a K-12 program of instruction.

Employment of "Non-Licensed" Teaching Staff

A program may consider employment of a "non-licensed" person as a paraeducator, instructional assistant or in a similar position, consistent with the local education association's (LEA's) employment standards and practices.

Non-licensed employees may have teaching responsibilities, as long as instruction is provided under the direct supervision of a Utah-licensed educator. The educator is responsible for the oversight of curriculum development and delivery by the non-licensed staff member. If the non-licensed employee is given responsibilities to teach credit-bearing classes, all credit will be issued under the name of the licensed teacher who is responsible for oversight of the course content and delivery.

It is the LEA's responsibility to determine the pay schedule of a non-licensed education staff member. Persons employed in this employment category shall be identified on all adult education grants as non-licensed when defining their employment position.

Volunteers providing services to adult education students must be supervised by staff members employed by the program for which the person provides volunteer services.

Employment in a Community-Based Organization (CBO)

To ensure that adult education programs maintain integrity and high professionalism in addition to maintaining consistency and credibility of teaching staff within adult education, as a state requirement, community-based program educators must have a post-secondary degree with a current elementary or secondary Utah teaching license or, at minimum, a post-secondary degree in an area related to adult education. Persons teaching in ESOL programs must have a current

TESOL, ESL credentials, a degree in linguistics or a related field(s), or work experience under the direct supervision of a TESOL, ESL or linguistics-credentialed employee.

A program may consider employment of a non-licensed person as a paraeducator, instructional assistant or in a similar position, consistent with the CBO's employment standards and practices.

It is the CBO's responsibility to determine the pay schedule of education staff members.

Volunteers providing direct services to adult education students must be supervised by staff members employed by the program for which the person provides volunteer services. Volunteer instructors are to be directly observed by an employed staff member at a minimum one time monthly to ensure that curriculum and instructional delivery methods meet the learning needs of the adult learner.