



Business Manager Academy HR

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Lets Begin with Introductions!

- Name
- Current Title and District
- What do you hope to get out of today's training?

RULES!!

- During discussion, the more insight I have regarding how your district operates, the more we can tailor the session to your needs
- Information shared by participant will not be shared with others
- Be honest and open to learn
- All are required to participate
 - I will be calling on you throughout the session



Business Office/HR Partnerships



A Partnership focused on understanding our organization's goals and working together to achieve those goals.



Compliance driven processes set in place to offer another layer of security for each department



Provide Professional Development Offerings or communication designed to explain any changes in processes



When does HR and Business Office Work Together?

- Human Capital
- Internal Compliance
- Annual Rollover
- Employee Resources



How does Human Capital affect your District/Charter School?



Your employees are
your foundation
Processes you set in
place will affect your
Success



Affect your bottom line
Market Value
Comparisons



Enhance your School
Culture
Increases or Decreases
your success rate



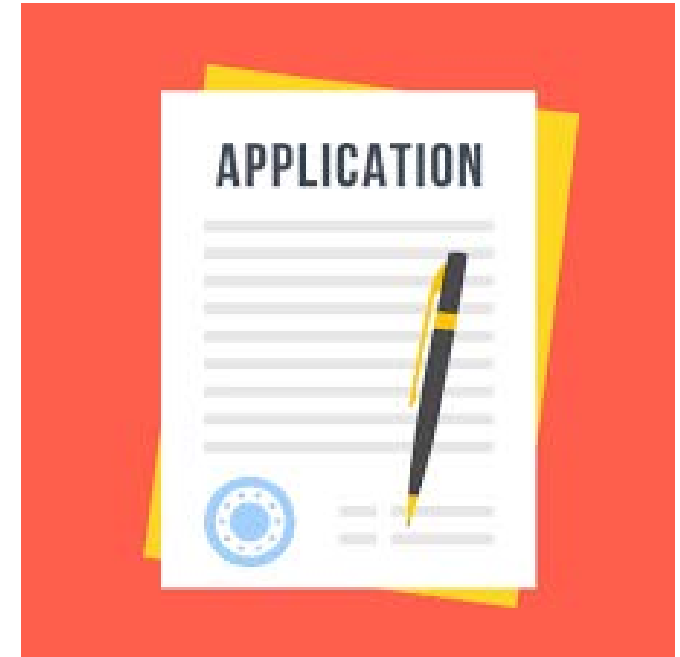
What will we cover today?

- Full Hiring Process
- Teacher Certifications
- Educator Contracts
- Compensation
- Compliance
- Region One Resources



Staffing Process

- Human Resources works directly with Business Office to ensure the district budget allows for the new positions
- Human Resources supports hiring process for District vacancies
- Human Resources is responsible for the compensation process*
- Human Resources is responsible for market compensation analysis
- Staffing directly impacts Budget



Hiring Process-Who you hire will impact your success

- Impact of high performing teachers on student learning (they can generate 5-6 more months of student learning each year than a poor performer)
- When high performing teachers leave the classroom, they are virtually impossible to replace: a 1 in 11 chance.
- When low performing teachers leave the classroom, they are likely (3 in 4) to be replaced by a higher performing teacher. Even in difficult to hire subjects
- The research which demonstrated that low performing teachers that do not improve within one year, are unlikely to improve at all.



Hiring Process BASICS

- Staffing Process
- Employment Laws
- Establish internal controls & processes
- Staffing Compliance
- Quality Candidate pools and Sources of talent
- Talent Pipelines
- Once they are hired? What are next steps?



STAFFING TOOLS / STAFFING MODELS

Student Enrollment Trends –Declining enrollment trend

5-year enrollment comparison by campus type

5-year enrollment by district

Staffing guidelines

Student: Teacher ratio (courtesy Walsh Anderson)

TEC §25.111

- 1 teacher : 22 students K-4
- 1 teacher : 20 students 5-12 (excluding electives , DOIs Class Size Waivers)

TEC §25.114

- 1 teacher: 45 students in PE or Otherwise identify “manner in which student safety will be maintained”

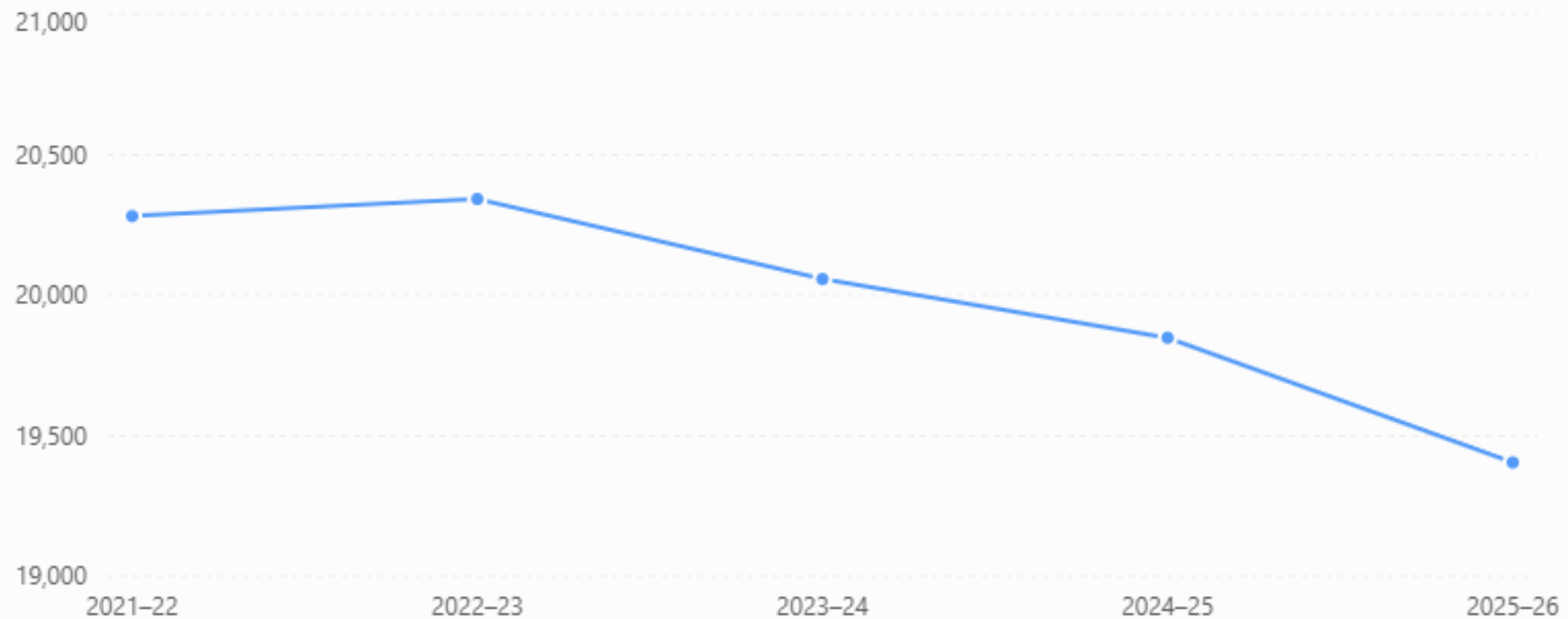
Under **Texas Education Code §29.167(d)** and **19 Texas Administrative Code §102.1003(h)**, a school district or open-enrollment charter school must attempt to maintain an average ratio of at least **one certified teacher or teacher’s aide for every 11 students** in its high-quality prekindergarten classrooms.



Example- ISD Data Recap

McAllen ISD five-year enrollment trend

Fall student membership, 2021–22 through 2025–26.



Example- ISD Data Recap

McAllen ISD enrollment decreased from **20,282 students in 2021–22** to **19,405 students in 2025–26**—a net decline of **877 students, or approximately 4.3%**.

The district experienced a small increase in 2022–23, followed by three consecutive years of declining enrollment.

Declining enrollment directly affects projected revenue, staffing allocations, campus utilization, and program sustainability. This makes regular collaboration between HR and the business office essential to ensure staffing levels remain aligned with enrollment and available funding.



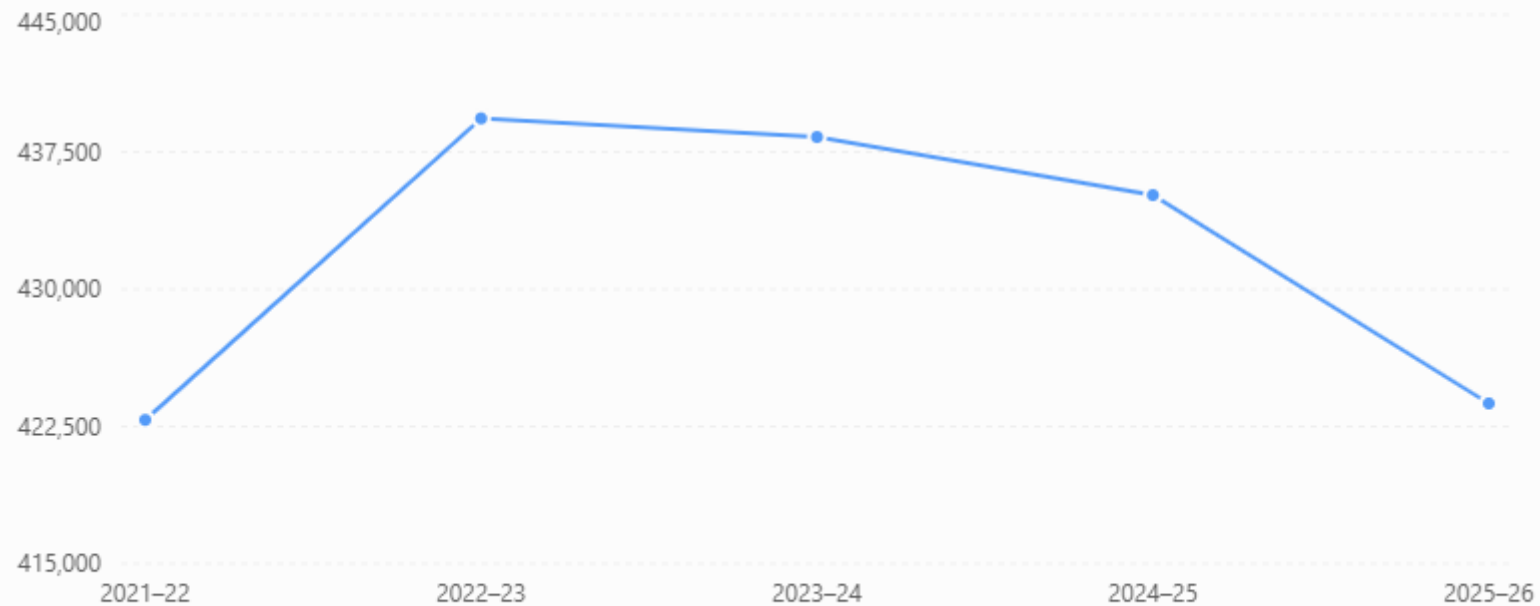
Example- ISD Data Recap

Region One Five-Year Enrollment Trend

The combined enrollment for public school systems in **ESC Region One** peaked in 2022–23 and has declined for three consecutive years.

ESC Region One enrollment trend

Combined public-school enrollment, 2021–22 through 2025–26.



Source: Texas Education Agency, Enrollment in Texas Public Schools 2025–26, Table 22.



Example- ISD Data Recap

School year	Enrollment	Annual change
2021–22	422,858	—
2022–23	439,336	+16,478
2023–24	438,318	–1,018
2024–25	435,144	–3,174
2025–26	423,760	–11,384



Example- ISD Data Recap

Key findings

Latest annual decline: Region One lost **11,384 students**, or approximately **2.6%**, between 2024–25 and 2025–26.

Decline since the 2022–23 peak: Enrollment fell by **15,576 students**, or approximately **3.5%**.

Five-year comparison: Enrollment remains **902 students higher** than in 2021–22 because of the significant rebound in 2022–23.

Therefore, the data show a **three-year regional decline**, but not a net decline when comparing 2021–22 directly with 2025–26. This is the **combined Region One total**; it does not mean every individual district experienced a decline. Some districts and charter systems may have grown while others declined.





Region One Education Service Center

Elementary Campus
Sample BASIC Staffing Model
2025-2026

Position	Allocation	Min Enrollment	Max Enrollment	Source	Comments/Notes
Professional Staff					
Principal	1			TASB	
Assistant Principal	0	1	450	TASB	
Assistant Principal	1	450	900	TASB	
Counselor	0.5	1	350	TASB	(TEA recommends max of 500:1)
Counselor	1	351	675	TASB	
Counselor	1.5	676	800	TASB	
Librarian	1	1	1000	TASB	
School Nurse (RN or LVN)	1	1	750	NASN	District must have 1 RN (TASB recommends 1 RN: 5 LVN, 1:1000)
Teacher (Non-Special Ed)	1	1	22	TASB	K-4 (excluding SC st.)
Teacher (Non-Special Ed)	1	1	25	TASB	5 (excluding DOI, Class Size Waivers)
Art/Music/PE Teacher (AMP)	1			TASB	(TEA 1 AMP: 400-600 students)
*Bilingual/ESL/SPED/Dyslexia				TASB	*Staffing is based on student need
Intervention: Title/SCE	1.5			TASB	0-25% F/R
500-1000 students	2			TASB	26%-50% F/R
For less than 500, adjust	2.5			TASB	51%-75% /FR
FTE by 0.5	3			TASB	76%-100%
Resource/Inclusion				TASB	1:9 (TEA 1:15-20 students)
Life Skills/Autism/ESCE				TASB	1:4 (TEA 1 teacher + 1 aide per 6-10 students)
Behavior				TASB	1:4
Support Staff					
Campus Secretary	1	1	222	TASB	Elementary Clerical 1:222
PEIMS/Attendance Clerk	1	223	450	TASB	
Office Clerk	1	451	675	TASB	
Educational Aide	1	1	75	State Average	PreK 1:22, PE 1:674, SPED Based on Need
Custodian	1	18,000 Sq Ft	22,000 Sq Ft	APPA	Association of Physical Plant Administrators, may vary based on student restrooms, cafeteria cleaning, etc





Region One Education Service Center

Middle School Campus
Sample BASIC Staffing Model
2025-2026

Position	Allocation	Min Enrollment	Max Enrollment	Source	Comments
Professional Staff					
Principal	1			TASB	
Assistant Principal	0.5	1	449	TASB	1:450 (TEA 1:350-500)
	1	450	625	TASB	
	1.5	626	900	TASB	
	2	901	1125	TASB	
Counselor	1	1	350	TASB	1:350 (TEA 1:350-500 students)
	1.5	351	525	TASB	
	2	526	700	TASB	
	2.5	701	875	TASB	
Librarian	1	1	1000	TASB	
School Nurse (RN or LVN)	1	1	750	NASN	District must have 1 RN (TASB recommends 1 RN: 5 LVN, 1:1000)
Teacher (Non-Special Ed)**	1	1	24	TASB	** core & elective, Excluding DOI, Class Size Waivers
Choir (suggested load)	1	1	175	TASB	1.5:176-225, 2:226-275
Band (suggested load)	1	1	115	TASB	1.5:116-170, 2:171-275
Orchestra (suggested load)	1	1	150	TASB	1.5:151-225, 2:226-300
Resource/inclusion				TASB	1:12
Life skills/autism				TASB	1:4
Behavior				TASB	1:5 (TEA 1 teacher + 1-2 aides for 6-8 students)
Intervention: Title/SCE					1.5:0-25% F/R, 2:26%-50% F/R (500-1000 students), For less than 500 adjust 51%-75%:2.5, FTE by 0.5 76%-100% F/R
Support Staff					
Middle School Clerical	1	1	182	TASB	Or 5.5:1000 including secretaries, clerks, receptionists
Instructional Aide	1	1	75	State Average	TASB 13:1000 or 1:77 *based on need, ISS 1
Custodian	1	20,000 Sq Ft	25,000 Sq Ft	APPA	Association of Physical Plant Administrators, may vary based on locker rooms, after school events





Region One Education Service Center

High School Campus
Sample BASIC Staffing Model
2025-2026

Position	Allocation	Min Enrollment	Max Enrollment	Source	Comments
Professional Staff					
Principal	1			TASB	
Assistant Principal	.05	1	449	TASB	1:450 (TEA 1:350-500 students)
	1	450	625	TASB	
	1.5	626	900	TASB	
	2	901	1,125	TASB	
Counselor	1	1	350	TASB	1:350, (TEA 1:350-450 students)
	1.5	351	525	TASB	
	2	526	700	TASB	
	2.5	701	875	TASB	
Librarian	1	1	2,000	TASB	
School Nurse (RN or LVN)	1	1	750	NASN	District must have 1 RN (TASB recommends 1 RN: 5 LVN, 1:2000)
Teacher (Non-Special Ed)**	1	1	25	TASB	** Core & electives, Excluding DOI, Class Size Waivers
Athletics (suggested load)	1	1	25	TASB	
Choir (suggested load)	1	1	150	TASB	1.5:151-225, 2:226-300, 2.5:301-375
Band (suggested load)	2	1	150	TASB	2.5:151+225, 3:226-300, 3.56:301-375
Orchestra (suggested load)	1	1	150	TASB	1.5:151-225, 3:226-300
Athletic Trainer	1	1	1000	TASB	
Intervention: Title/SCE					1.5:0-25% F/R, 2:26%-50% F/R, (500-1000 students, 2.5 for less than 500, adjust 51%-75% F/R FTE by 0.5:76%-100% F/R
Resource/Inclusion				TASB	1:15
Life Skills/autism				TASB	1:4
Behavior				TASB	1:6
Support Staff					
High School Clerical staff	1	0	182	TASB	5.5:1000, includes secretaries, clerks, receptionist
Instructional Aide	1	1	75	State Average	
Custodian	1	20,000 Sq Ft	25,000 Sq Ft	APPA	Association of Physical Plant Administrators, may vary based on student restrooms, after school events, etc





Region One Education Service Center

Auxiliary - Maintenance Sample

BASIC Staffing Model 2025-2026

Position	Allocation	Minimum	Maximum	Source	Comments
HVAC Technicians	1	10 campuses	15 campuses	APPA and TASBO	Or based on unit count
Electricians	1	20+ campuses		APPA and TASBO	Or contracted
Carpenters	1			APPA and TASBO	As needed
Plumbers	1	15 campuses	20 campuses	APPA and TASBO	Or contracted
Painters	1			APPA and TASBO	As needed
Parts Clerks	*	*	*		
Sanitation	*	*	*		
Masons	*	*	*		
Fence workers	*	*	*		
Backhoe Operator	*	*	*		
Stadium Keeper	*	*	*		
Welders	*	*	*		
Water Treatment	*	*	*		
Locksmith	*	*	*		
General Maintenance	1	3 campuses	5 campuses	APPA and TASBO	
Groundskeeper	1	15 Acres	20 Acres	APPA and TASBO	District wide rotation
Warehouse/Inventory				APPA and TASBO	1-2 staff district wide if central supply is used
Supervisor/Foreman	1	10 Employees	15 employees	APPA and TASBO	





**Auxiliary - Child Nutrition Program
Sample BASIC Staffing Model
2024-2025**

Number of Equivalents	Meals Per Labor Hour (MPLH)=Total meals served/Total labor hours				Comments
	Conventional System		Convenience System		
	Low Productivity	High Productivity	Low Productivity	High Productivity	
Up to 100	8	10	10	12	Calculated per campus
101 - 150	9	11	11	13	
151 - 200	10	12	12	14	
202 - 250	12	14	14	15	
251 - 300	13	15	15	16	
301 - 400	14	16	16	18	
401 - 500	14	17	18	19	
501 - 600	15	17	18	19	
601 - 700	16	18	19	20	
701 - 800	17	19	20	22	
801 - 900	18	20	21	23	
901 up	19	21	22	23	

Source: School Foodservice Management for the 21st Century, 5th Edition.

**Sample Child Nutrition Staffing Model By Campus Type
Based on TDA, NSLP and TASBO sources**

Campus Type	Enrollment	Avg Meals/Day (B + L)	Target MPLH	Total Labor Hours/Day	Sample Staffing Breakdown
Small Elementary	350	450 Meals	18	25 hrs	1 manager (8h), 2 workers (6.5h) 1 PT Worker (4hr)
Medium Elementary	600	700 Meals	18	39 hrs	1 manager (8h), 3 workers (8h) 1 PT worker (7h)
Middle School	800	1,000 Meals	20	50 hrs	1 manager (8h), 5 workers (8h) 1 PT worker (2h)
High School	1,200	1,400 Meals	22	64 hrs	1 manager (8h), 1 asst manager (8h), 6 workers (8h), 1 PT worker (4h)
Central Kitchen	Serves 5 campuses	4,000 Meals	25	160 hrs	1 Supervisor, 2 leads, 10-12 workers, 2 drivers





Region One Education Service Center

Auxiliary - Transportation

Sample BASIC Staffing Model

2024-2025

Position	Allocation	# of routes	# of routes	Source	Comments
Bus Driver	1			TEA/DPS/TAPT	Additional drivers needed for field trips and absences
Substitute Drivers	1	5	10	TEA/DPS/TAPT	
Transportation Supervisor	1			TEA/DPS/TAPT	50-75 drivers
Dispatcher	1			TEA/DPS/TAPT	40-50 buses
Monitors (Aides)	1			TEA/DPS/TAPT	Per SPED or Behavioral needs, Required per IEP or student safety
Router/Scheduler	1	100	150	TEA/DPS/TAPT	
Fuel Attendant/Utility	1			TEA/DPS/TAPT	Per 50+ buses or as needed, handles fueling, inspections, cleaning
Director of Transportation	1			TEA/DPS/TAPT	1 per district or regionally shared
Service Manager	1	300		TransPar Group	
Shop Foreman	1			TEA/DPS/TAPT	1 per transportation center
Mechanic	1			TEA/DPS/TAPT	20-25 buses
Parts Clerk	1	150	300	TransPar Group	
Shop Clerk	1	150	300	TransPar Group	
Safety/Training/Recruiting Manager	1	100	50	TransPar Group	



Special Education Staffing Guidelines

When properly staffing classrooms which serve students with disabilities, it is imperative individual student needs are taken into consideration to ensure safety first and foremost and to provide the highest quality educational experiences necessary to increase academic success.

Factors for consideration:

- Districts must provide a continuum of services
- Individual Needs are determined by ARD committee
- Services are to be provided in the least restrictive environment
- Increase services in the general education classroom requiring collaboration
- Students must have access to the general curriculum
- Levels of support vary per individual student
- Gender may be a factor when students needs include behavioral restraint and/or personal care
- IEP meetings and data management
- Transition of 3 year olds with disabilities into public school as of 3rd birthday
- Indirect services (medical management, case management, parent training, teacher training)

Determining student to staff ratios

- Early Childhood Special Education: 1 Teacher to 4 students (minimum 2 staff members in classroom)
- State average for Special Education Staffing is
 - 1 Special Education Teacher to 15 Special Education Students
 - 1 Special Education Teacher + Educational Aides to 7 Special Education Students

District to State Averages

Comparing district averages to the state average is a fairly simple process. To determine the number of teachers required to obtain the state student to teacher ratio, the district can divide the total number of students serviced in all special education programs by the state average of 15.0 students per teacher. The quotient will be the number of teachers required to achieve a student to teacher ratio of 15.0 in all programs. The district should then determine the difference between this result and the current number of teachers to determine the surplus or shortage of teachers compared to the state average.



Employment Laws impacting Hiring Process

Title VII of the Civil Rights Act of 1964 Prohibits discrimination in recruitment and hiring based on race, color, religion, sex—including pregnancy, sexual orientation, and gender identity—or national origin. Also requires reasonable accommodation of sincerely held religious practices unless doing so would create an undue hardship. Generally applies to employers with 15 or more employees.

Pregnancy Discrimination Act (PDA) Amends Title VII and prohibits refusing to hire or treating an applicant differently because of pregnancy, childbirth, or a related medical condition. Employers should not ask whether an applicant is pregnant or plans to have children.

Pregnant Workers Fairness Act (PWFA) Requires employers with 15 or more employees to provide reasonable accommodations during the application and hiring process for known limitations related to pregnancy, childbirth, or related medical conditions, unless the accommodation creates an undue hardship.

Americans with Disabilities Act (ADA), Title I Prohibits disability discrimination against qualified applicants. Employers must provide reasonable accommodations during the application and interview process. Before making a conditional offer, employers generally may not ask disability-related questions or require medical examinations. Employers may ask whether applicants can perform essential job functions, with or without accommodation.

Age Discrimination in Employment Act (ADEA) Protects applicants age 40 and older from age-based discrimination. Avoid age preferences, graduation-year questions, and terms such as “young,” “digital native,” or “recent graduate” unless legally justified. Generally applies to employers with 20 or more employees.



Employment Laws impacting Hiring Process

Equal Pay Act (EPA) Prohibits sex-based pay differences for substantially equal work. Starting salaries and placement decisions should be based on documented, consistently applied factors such as experience, credentials, and responsibilities—not sex.

Civil Rights Act of 1991 Strengthened Title VII and other civil-rights protections by allowing jury trials and monetary damages in certain intentional discrimination cases. It also addresses discriminatory employment practices that have an unlawful disparate impact.

Immigration and Nationality Act (INA/IRCA) Requires employers to verify identity and employment authorization through Form I-9. It also prohibits certain discrimination based on citizenship or immigration status, national origin, and unfair documentary practices. Employers should not demand a particular I-9 document or complete Form I-9 before an offer has been accepted.

Uniformed Services Employment and Reemployment Rights Act (USERRA) Prohibits hiring discrimination based on past, present, or anticipated military service or obligations.

Fair Labor Standards Act (FLSA) Influences job classification, minimum wage, overtime eligibility, recordkeeping, and the employment of minors. Positions should be evaluated as exempt or nonexempt based on actual duties and applicable salary requirements—not simply the job title

Title IX of the Education Amendments of 1972 Prohibits sex discrimination in federally funded education programs and can apply to employment practices of educational entities.

Section 504 of the Rehabilitation Act Prohibits disability discrimination by qualifying recipients of federal financial assistance. Its employment standards generally align with the ADA.



Employment Laws impacting Hiring Process-State

Texas Commission on Human Rights Act — Labor Code Chapter 21 Prohibits discrimination in hiring based on race, color, disability, religion, sex, national origin, or age. “Sex” includes pregnancy and related conditions. Chapter 21 generally applies to employers with 15 or more employees, although some sexual-harassment provisions have broader coverage.

Texas CROWN Act — Labor Code §21.1095 Treats discrimination based on hair texture or protective hairstyles historically associated with race—including braids, locks, and twists—as race discrimination. Job postings, interviews, dress codes, and grooming standards must comply.

Texas Payday Law — Labor Code Chapter 61 Requires employers to clearly establish and follow promised pay practices. During hiring, offer letters should accurately state salary, pay frequency, deductions, and any conditional or supplemental compensation.

Texas Workers’ Compensation Act — Labor Code Chapter 451 Prohibits discrimination against individuals because they filed or pursued a workers’ compensation claim. Prior-claim questions should not be used to screen applicants.

Texas Military Employment Protections — Government Code Chapter 437 Provides employment and reemployment protections for members of the Texas military forces, supplementing federal USERRA protections. Military obligations should not negatively affect hiring decisions.

Lawful Off-Duty Conduct Relating to Evacuation Orders — Labor Code Chapter 22 Protects certain employees who leave employment to comply with emergency evacuation orders. It is usually more relevant after hiring but should not be used negatively when reviewing employment history.



Employment Laws impacting Hiring Process-State

Texas Criminal History Restrictions Texas law allows some criminal-history consideration, but decisions must comply with applicable nondiscrimination requirements, record-access restrictions, occupational licensing rules, and education-specific mandatory exclusions. A conviction should not automatically disqualify an applicant unless a law requires it or the offense is appropriately connected to the position.

Texas Government Code Chapter 573 — Nepotism Restricts public officials from appointing, confirming, or voting for certain relatives for compensated public employment. This is particularly important for governmental entities, school boards, and ESC governing boards.

Texas Open Records Act — Government Code Chapter 552 Applications, résumés, interview documents, scoring materials, and communications maintained by a public employer may be government records. Hiring committees should keep professional, job-related notes and avoid unnecessary personal commentary.

Texas Whistleblower Act — Government Code Chapter 554 Prohibits a state or local governmental entity from retaliating against a public employee for making a good-faith report of a legal violation to an appropriate law-enforcement authority. It may affect rehire and internal-selection decisions involving current or former employees.



Employment Laws impacting Hiring Process-Education

Criminal-history and fingerprinting requirements

Texas Education Code Chapter 22A, together with Government Code Chapter 411 and 19 TAC Chapter 153, governs criminal-history reviews for educational entities.

Depending on the position, fingerprint-based national criminal-history checks apply to:

- Certified teachers and administrators
- Educational aides and emergency-permit holders
- Substitute teachers
- Certain noncertified employees
- Certain contractors and subcontractors
- Individuals who have direct and ongoing contact with students

Required individuals generally must complete the fingerprinting process before beginning work. TEA identifies TEC Chapter 22A, Government Code §411.097, and 19 TAC Chapter 153 as key authorities.



Employment Laws impacting Hiring Process-Education

Do Not Hire Registry

Before employment or service begins, a school district must check the individual against TEA's **Registry of Persons Not Eligible for Employment in Public Schools**, commonly called the Do Not Hire Registry.

A district may not employ or permit services from an individual who is listed as ineligible. [Texas Education Code §22A.203](#)

For a school district, this check should be completed for:

- Regular full-time and part-time employees
- Certified and noncertified applicants
- Temporary and substitute personnel
- Student teachers and interns, when applicable
- Individuals supplied through staffing or contracting entities
- Contractors and subcontractors who may have access to students
- Individuals providing services on district campuses
- Other service providers covered by applicable law or TEA requirements



Employment Laws impacting Hiring Process-Education

Mandatory criminal-history disqualifications

Education entities may be legally prohibited from hiring or retaining an individual convicted of certain offenses, particularly offenses involving:

- A child or minor
- Sexual misconduct
- Certain violent offenses
- Certain felony offenses
- Registration as a sex offender

The hiring authority must distinguish between:

- **Mandatory exclusions**, for which employment is prohibited; and
- **Discretionary criminal-history decisions**, which require an individualized, job-related assessment.

TEA warns that SBEC may sanction an educator who knowingly hires or retains someone disqualified by the applicable criminal-history provisions.



Employment Laws impacting Hiring Process-Education

Preemployment affidavit regarding inappropriate conduct

Applicants for certain certified or licensed education positions must complete the TEA-prescribed **preemployment affidavit** disclosing whether they have been charged with, adjudicated for, or convicted of having an inappropriate relationship with a minor.

This requirement expressly reaches applicants to:

- School districts
- Districts of innovation
- Open-enrollment charter schools
- Private schools
- Regional education service centers
- Shared-services arrangements

The affidavit does not replace fingerprinting, criminal-history review, reference checks, certification verification, or the Do Not Hire Registry check.



Employment Laws impacting Hiring Process-Education

Certification and professional-licensing requirements

Under **TEC §21.003**, school districts generally may not employ someone in certain professional roles unless the individual holds the appropriate certificate, permit, license, or credential. Covered positions include:

- Teachers
- Administrators
- Librarians
- Educational aides
- School counselors
- Educational diagnosticians
- Nurses and certain other licensed professionals

The precise application to a district position depends on whether the position legally requires certification or licensure, the services performed, and applicable commissioner or SBEC rules.

HR should verify credentials directly through the issuing agency rather than relying exclusively on an applicant's résumé.



Employment Laws impacting Hiring Process-Education

Educator-misconduct reporting

Texas law prohibits helping an individual known to have engaged in sexual misconduct with a minor or student obtain employment, other than routinely transmitting required administrative and personnel records.

SBEC may suspend or revoke an educator's certificate for knowingly assisting such a person in securing school employment.

Reference-check procedures should therefore include:

- Direct contact with prior educational employers
- Questions about eligibility for rehire
- Review of documented misconduct when legally available
- Required reporting to SBEC or TEA
- No agreements that conceal reportable misconduct



Employment Laws impacting Hiring Process-Education

Contract requirements for school districts

Under **TEC §21.002**, school districts must employ classroom teachers, principals, librarians, nurses, and school counselors under the applicable probationary, term, or continuing contract.

This statutory contract framework applies principally to school districts. A LEA should follow the contract and employment-authority provisions applicable to LEAs, its governing board policies, and the terms of the particular appointment rather than automatically treating every LEA position as a Chapter 21 district contract position.



Employment Laws impacting Hiring Process-Education

State Board for Educator Certification rules

SBEC rules in **19 TAC Chapters 230, 232, and 249** affect:

- Certification eligibility
- Fingerprinting
- Certificate status
- Disciplinary history
- Educator misconduct
- Reporting obligations
- Assignment to certification areas

An applicant having a certificate is not enough by itself; HR should verify that it is:

- Active and valid
- Appropriate for the assignment
- Free of restrictions affecting employment
- Supported by any required permit or approval



How does HR assist in the Hiring Process?

- Varies from District to District
- Recommendation
 - References
- Compliance
 - Fingerprinting
 - Certification Verification
 - DNHR
 - Education/Work Verification
- Who Makes the offer?



RECRUITMENT EFFORTS

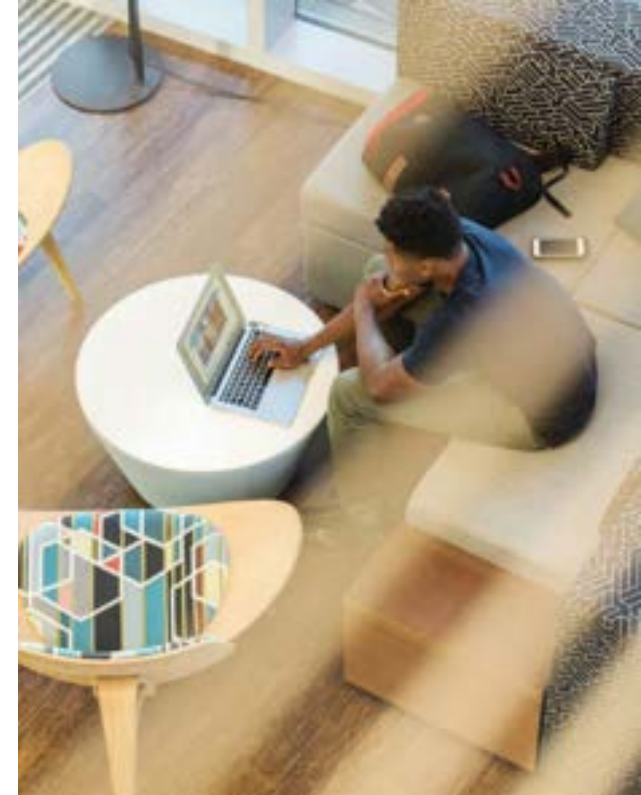
Under Texas Education Code §11.1513(d), a vacancy must be posted for at least **five school days before the district fills the position** when the position requires:

- An SBEC certificate; or
- A professional license.

This includes positions such as teachers, principals, counselors, instructional aides, nurses, speech-language pathologists, physical therapists, occupational therapists, social workers, and other positions requiring state certification or professional licensure.

Important distinctions

- It is **five school days**, not five calendar days.
- The law does not require every auxiliary, clerical, or other noncertified vacancy to be posted for five days.
- A district's **DC(LOCAL) policy or administrative procedures may require a longer period or extend the posting requirement to all positions**. The district must follow the more restrictive local requirement.
- Current district employees must generally receive a reasonable opportunity to apply for covered vacancies.
- If the district posts vacancies on its website, separate posting on the central-office and campus bulletin boards is optional.



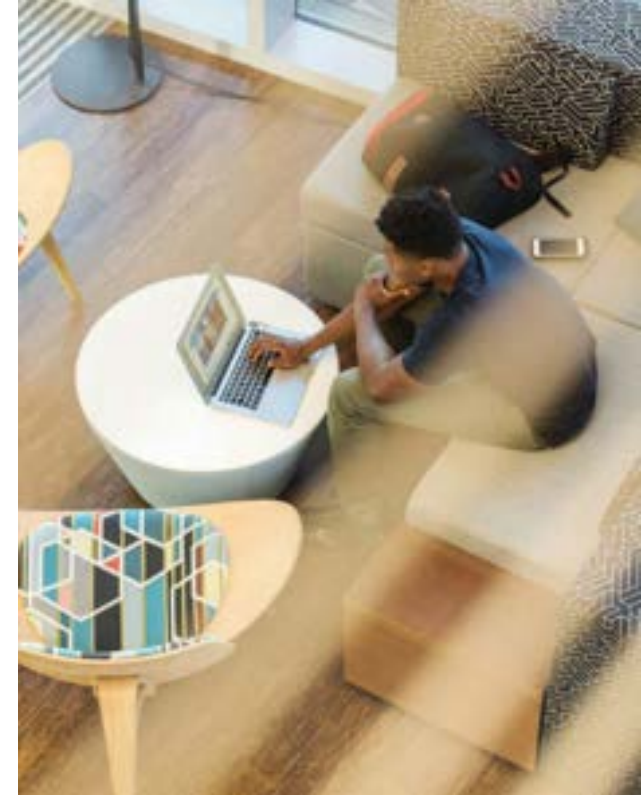
RECRUITMENT EFFORTS

Exceptions

The five-school-day requirement does not apply when:

- The board determines that the position affects student safety and security; or
- During the school year, the district must fill a covered “teacher” vacancy in fewer than five school days.

For the second exception, “teacher” includes a superintendent, principal, supervisor, classroom teacher, counselor, or other full-time professional employee required to hold a certificate. The district must still post the vacancy **as soon as possible after it occurs**, but it does not have to wait the full five school days before filling it.



What is House Bill 2?

House Bill 2 is a comprehensive school finance bill that supports students and infuses more dollars and resources into Texas public schools than ever before. Passed by the 89th Texas Legislature and [signed by Governor Greg Abbott](#) , this bill provides critical supports in several key areas.



**Teacher
Compensation**



**Educator
Preparation**



**Educator
Rights**



**Special
Education**



**Early Literacy
& Numeracy**



**Career and
Technical
Education**



**Finance
& Safety**





House Bill 2 Implementation: Teacher Certification Incentives

HB2 established the Teacher Certification Incentive under Texas Education Code (TEC), §21.0033, to support currently employed, uncertified educators in completing the certification process and to assist districts with teacher retention. The incentive provides districts with a one-time, \$1,000 payment for each eligible classroom teacher who completes all required preparation components and is issued a standard certificate.

This communication outlines how TEA will implement TEC, §21.0033, the actions districts must take to ensure eligible teachers are reported and documented accurately, and the steps the agency will carry out to verify eligibility and distribute funds. The following information guides districts and the agency in meeting all statutory requirements by September 1, 2028.

TEA has issued initial guidance on HB 2 implementation. [You can find that here.](#)

Eligibility Criteria:

Teachers must:

- Hired as an uncertified first-year teacher in 2022-23, or 2023-24 school year, and were still uncertified as of January 1, 2025.
- Achieved (Earned) a standard certification by the end of the 2026-27 school year.
- Remain continuously employed as a teacher in the district.

Identification of Eligible Teachers:

TEA identifies eligible teachers using PEIMS (employment data) and ECOS (certification data).

For any questions regarding House Bill 2 Implementation Contact Educator Preparation and Development Program staff or directly by telephone at 512-936-8400, option 2, or [Submit a TEA Help Desk Ticket](#) to Educator Certification with the Subject Line: Teacher Certification Incentive – Request for Assistance.



House Bill 2 Implementation: Teacher Certification Fee Waivers and Reimbursements

House Bill (HB) 2 was passed by the 89th Texas Legislature and signed into law by Governor Abbott on June 4, 2025. The bill established two separate certificate fee incentive structures for **hard-to-staff areas** outlined below. These certification reimbursement and fee waiver incentives reflect the first set of recommendations related to compensation from the Teacher Vacancy Task Force, established in 2022 by Governor Abbott, to examine teacher retention and recruitment challenges across Texas.

While many details of HB 2 implementation are still being refined, the following information is being provided to support immediate decision-making for school systems related to recruitment and support communication for the 2025-2026 school year.

- **Special Education and Bilingual Education Certification Fee Waivers:** Effective with Governor Abbott's signing of HB 2 on June 4, 2025, educators seeking certification in Special Education or Bilingual Education fields will have both their certification exam fee waived for their first attempt on the associated content pedagogy exam and certification application fee waived. This means that at the time of exam registration or certification application, the associated fee will be \$0. Candidates in educator preparation programs seeking these certifications will still be required to pay for their pedagogy test and fingerprinting fees.
- **Career and Technology Education Certification Reimbursements:** Per TEC §29.190, beginning in the 2025-2026 academic year, CTE teachers are eligible for reimbursement of certification fees, including certification exam fees, certification application fees, and the cost of fingerprinting. Note: this is a different starting effective date and a different funding structure than that used for special education and bilingual certifications, given the language in the statute.
- [TEA - HB 2 Certification Fee Waivers and Reimbursements](#)



Recruit, Support and Retain Teachers and Principals

A SYSTEMIC APPROACH TO SUPPORTING TEACHERS

- Attracting talented and well-trained candidates to the teaching profession requires a comprehensive approach built on recruitment, preparation, and compensation. House Bill 2 (HB 2) brings major investments in these areas to strengthen the profession and support educators statewide.

Educator Preparation Pathways

- HB 2 established the PREP Program Allotment to strengthen the quality of teacher recruitment, preparation, and mentorship across the state. Preparing and Retaining Educators through Partnership (PREP) Allotment includes five formula-funded programs to support teacher recruitment, preparation, and mentorship. **Research shows that teachers who receive preservice practice prior to becoming a teacher and receive ongoing mentoring are more effective and more likely to stay in the profession.**

Teacher Incentive Allotment (TIA)

- New investments in the teaching profession, such as the Teacher Retention Allotment, skilled and effective Texas teachers have more opportunities to earn more, so they can stay in the classroom longer.



Figure: 19 TAC §231.701(d)

**TEXAS CONTENT COMPETENCY WORKSHEET FOR SPECIAL EDUCATION TEACHERS OF
RECORD
(GRADES EC-12)
FOR USE BEGINNING IN THE 2025-2026 SCHOOL YEAR**

Directions: The following sections of the Texas Content Competency Worksheet for Special Education Teachers of Record (Grades EC-12) must be completed only for those educators who do not hold the appropriate grade-banded, content area certification for their current role, per 19 TAC §231.701.

Note: A copy of the Texas Content Competency Worksheet for Special Education Teachers of Record (Grades EC-12) should be filed in the educator's Human Resources file and provided to the educator for their records. A copy of this worksheet completed by a special education teacher's previous administration should be considered valid and re-filed by the receiving district in the event the educator transitions to a new district within the State of Texas.

<u>Table of Contents</u>	<u>Section A: General Information</u>
	<u>Section B: Special Educators Utilizing Previous Subject Matter Competency Provisions</u>
	<u>Section C: Elementary Special Education Teachers of Record Content Competency Requirements</u>
	<u>Section D: Secondary Special Education Teachers of Record Content Competency Requirements</u>
	<u>Section E: For First-Year Special Education Teachers of Record and Secondary Teachers of Multiple Content Areas Only</u>
	<u>Section F: Administrator Attestation</u>
	<u>Section G: Appendix (PACT Alignment Chart, Closely Related Fields, Residency Information, NBCT Certificate Alignment, and Definitions)</u>

SECTION A: GENERAL INFORMATION

Teacher Name:

TEA ID #:

Date Completed:

- ☐ **Administrator has verified the teacher holds a valid, SBEC-approved special education certification appropriate for the grade level of assignment and instruction.**



Where are your candidates coming from?

- **Quality Candidate Pools and Sources of Talent**
 - An applicant pool consists of all applicants who are applying for a particular position
 - How many apply to your postings?
 - Is it Assignment based Recruitment across District?
- **Talent Pipeline**
 - Pool of candidates who are ready to fill a position. These can be employees who are prospects for advancement or external candidates partially or fully prequalified to take an opening



Resources HR can provide

- Establish successful candidate profiles-Profile of a high quality teacher
- Job Descriptions
- Interview questions/Tasks
- Marketing
 - Job fairs (Contract timelines)
 - LinkedIn, Texas ISD.com
 - Employment pages/Social Media
- Internal promotions
 - Leverage Current Relationships to source quality teacher referrals



Screening

REVIEW current Job Description/Profile –
Does it still align with the position?

Create Posting/Notice of Vacancy-use
various sources to post

Create questions that will be used to
determine if candidates meet the profile
characteristics and are best qualified for
the position.

Screen the list of candidates to make sure
that they have the requirements listed in
the vacancy notice.



REVIEW APPLICATIONS - resume, application,
letters of reference, etc. Eliminate those who
do not meet criteria

Select the applicants to be interviewed based
on the Job Description/Profile.

Follow your district hiring process
Identify interview date.
Confidentiality



A good interview should be designed to....

- Obtain information about technical competence, capabilities, and personality factors that are not available on résumés and applications
- Observe the applicant's ability to communicate and determine if he or she has the basic qualifications, interests, skills, traits, and motives required for successful job performance
- Provide applicants with information related to the position that may affect their decision to accept or reject an offer of employment
- Create a feeling of goodwill about the district and promote a positive image of the district



Conducting Interview

- Preparation: Committee, Interview Materials, Room
- Set the Tone
 - Positive
 - Explain the Process
- LISTEN closely
 - Obtain relevant information
- Provide relevant Information
- Conclude Interview
 - Do they have any questions?
 - Next Steps
- Record, Evaluate, and Recommend
 - Follow district Procedures



Best Practices

- In Teacher Selection, ensure they include a demonstrated track record of student achievement and concrete demonstration of teaching skills
- Ensure your hiring process is going to provide you the information you need
- Consistently reevaluate your hiring process
- Evaluate ROI on Talent Pipelines

8. Which of the following interview strategies should the principal use to best assess the instructional effectiveness of candidates being interviewed?

- A. Asking the candidate what skills he or she possesses to ensure the success of students at the school
- B. Providing the candidate with a lesson plan and asking how it could be improved
- C. Requiring the candidate to reflect on an instructional goal he or she has achieved in the last 3 years
- D. Having the candidate teach a sample lesson and then answer reflective questions about the lesson



You want to hire the candidate-Now What?



Board Recommendation

Board policy **DC Local** – REVIEW YOUR POLICIES

Superintendent has sole authority to make recommendations to the Board
Board has final authority for employment of all personnel

Next steps

Extend job offer to final candidate contingent on results of criminal history check*, driving record check, drug and alcohol test, or physical exam as applicable

Notify supervisor that applicant accepted or rejected offer

Remove online posting

Send notice to applicants interviewed but not hired

Provide new employee with welcome e-mail/salary letter and new hire paperwork (electronic or hardcopy dependent on your practices)

Submit Texas New Hire Report (online, fax, or mail)



FINGERPRINTING PROCESS



Texas Education Code (TEC), Chapter 22, Subchapter C requires the following to be fingerprinted prior to employment:

All certified educators (those holding an educator certification or Emergency Teaching Permit issued by the State Board for Educator Certification [SBEC])

All classroom substitute teachers and educational aides, whether certified or not

Non-certified employees hired by a district or charter school on or after 1/1/08 (including applicants for a School District Teaching Permit)

Charter school employees, whether certified or not, working in a teaching or professional position

[TEA Fingerprinting Upload Process for School Districts](#)



Name-Based Background Check Requirements

The following are subject to a **name-based background check per Texas Education Code (TEC) § 22.0835**:

- Non-certified employees hired before 1/1/08
- Student teachers
- Volunteers, unless they are a parent, grandparent, or guardian of a student; a person accompanied on campus by a district employee; or a person volunteering for a single event

Name based Searches must be logged for auditing purposes

[CJIS Launch Pad \(cjisapps.com\)](https://cjisapps.com)



Procedures for New Hires

To initiate the fingerprint process, school districts or charter schools upload all new hires to the Educator Certification Online System (ECOS).

Certified employees

Certified educators submit payment of \$40.25 in order to conduct the national criminal history background check through DPS, FBI and Texas Education Agency (TEA). This fee is paid in ECOS.

Once payment has been submitted in ECOS, the certified educator will be contacted by MorphoTrust/Identogo via email to schedule an appointment to be fingerprinted. A valid photo ID is required at the time of the appointment.

Certified educators use Texas MorphoTrust/Identogo locations. Educators are required to pay an additional \$10.00 fee for scanning of fingerprints at the time of the appointment.

TEA receives the fingerprinting results 5-7 business days after the fingerprint appointment.

Certified educators must fingerprint before the first day of employment.

Non-certified employees

Non-certified employees will be contacted by MorphoTrust/Identogo via email to schedule an appointment to be fingerprinted.

Non-certified employees/or the district pay the national criminal history background check fee of \$38.25 to the DPS digital fingerprint vendor, MorphoTrust/Identogo, and an additional \$10.00 fee for scanning of fingerprints at the time of the appointment.

Non-certified employees must fingerprint before the first day of employment.



Contractor Fingerprint Process

TEA provides two options for school districts and charter schools to access the DPS Clearinghouse going forward to ensure that contractors' employee applicants and employees are fingerprinted when required by law:

- **Option 1:** Schools may fingerprint a contractor and/or contractor's employees using the Local Education Entity (LEE) Fast Pass option. In this situation, schools will have access to the fingerprint results and create subscriptions in the DPS FACT Clearinghouse. The contractor, however, will not be able to view the results through the DPS Clearinghouse.
- **Option 2:** Texas-based contractors that provide care or care placement services may fingerprint their W-2 employees who have access to students.
- In this situation a contractor can certify that they are in compliance with TEC §22.0834. However, schools will not have access to the same fingerprint results. Please be aware that a private contractor that does not meet the NCPA criteria to access criminal history will not be granted access to the DPS Clearinghouse.

To ensure compliance with the FBI audit, DPS requests that school districts and charter schools review their Clearinghouse subscriptions to determine if the subscriptions are needed.



Before Employment

All Employees

- ☐ Application
- ☐ References
- ☐ Criminal history check, DNHR (R, C)

Professional Employees

- ☐ Pre-employment affidavit for applicant (R)
- ☐ Credentials (valid Texas certificate, permit, or license) (R)
- ☐ Service record and any required attachments (R)
- ☐ Official college transcripts

Educational Aides

- ☐ Certification
- ☐ Official college transcript or NCLB assessment of skills (R)

Bus Drivers (includes all employees required to have a CDL)

- ☐ Proof that applicant is at least 18 years of age (R)
- ☐ Proof of valid driver's license (R)
- ☐ Preemployment drug-screening test (R,C)
- ☐ Post-offer employment physical (R,C)
- ☐ Driver's license check and proof of safe driving record (R)
- ☐ Valid driver training certificate (R)
- ☐ Previous employers' alcohol- and drug-screening test information (R,C)
- ☐ Drivers' clearinghouse information (R,C)

Police Officers

- ☐ Previous employment information from Texas Commission on Law Enforcement (R)

New Hire Document Checklist Pre-Employment

R= REQUIRED

C= CONFIDENTIAL



Onboarding and Compliance



New Hire Document Checklist

Post- Employment

All Employees

- ☐ District-completed Form I-9 (R)
- ☐ Statement concerning employment in a job not covered by Social Security (R)
- ☐ W-4 Form (R)
- ☐ Benefit enrollment forms
- ☐ Verification of official Social Security number (C)
- ☐ Authorization for Release/Closure of Personal Information (R)
- ☐ Notice of reasonable assurance (noncontract employees only)
- ☐ [Notice of Rights and Responsibilities Under the Family and Medical Leave Act](#) (R)
- ☐ Notice of requirements of the Affordable Health Care Act (R)
- ☐ [New-hire report](#) for submission to the state (R)
- ☐ Copy of district drug-free workplace policy

Professional Employees

- ☐ Pre-employment affidavit for applicant offered employment (R)
- ☐ Employee-signed receipt for contract and copy of employment policies
- ☐ Teaching schedule or other assignment record
 - ☐ Teacher-signed receipt for a copy of TEC Chapter 37, Subchapter A, regarding student discipline and related local board policy

Coaches, Sponsors, and Head Band Directors

- ☐ Professional Acknowledgment Form (R)

- **Police Officers**

- ☐ Appointment of Licensee (Texas Commission on Law Enforcement (TCOLE) Form L-1) (R)





I9 FORM

Work Eligibility for Newly Hired Employees. The Immigration Reform and Control Act requires employers to complete Form I-9 on every new employee upon hire (i.e., first day of paid work)

For new employees, Form I-9 must be completed upon hire and may be filled out any time after the employee has accepted an offer of employment but must be completed by the end of the first day of work for pay.

New hires may present one or more original documents to employers to establish identity and work eligibility. **Employers must accept any of the approved documents the employee wants to present.** The district may not request or insist on certain documents over others or request that an employee present more or different documents than are required.

HR must review new documents in person with the employee and complete Section 3 with the new document information.

E-Verify

E-Verify (formerly known as the Basic Pilot/Employment Eligibility Verification Program) is a free Internet based system operated by the Department of Homeland Security (DHS) in partnership with the Social Security Administration (SSA) that allows participating employers to electronically verify the employment eligibility of their newly hired employees.

Employer-Must be completed within no later than 3 business days of hire date.



Release/Disclosure of Personal Information

Employee Personal Information Release Election

Government Code, Section 552.117(a)(1), provides that each employee of a governmental body may choose whether to allow public access to the person's:

- Home address
 - Home telephone number
 - Social Security number
 - Information that reveals whether the person has family members
 - (Gov't Code §552.117(a)(1)).
-
- This choice must be made within 14 days of hire or the information is subject to public access.



Verification of Social Security Number. Employers must ensure that employee names and Social Security numbers (SSN) match corresponding information in the Social Security Administration (SSA) database. SSNs of new employees should be verified upon hire.

SSN CARDS provided for payroll purposes. New employees are required to provide the district with their SSN and their name as it appears on the official card. *It is important to note while employees typically present their Social Security card at the time of hire, their ability to produce the card can't be a condition of employment.*

SSNVS Overview

There are two Internet verification options you can use to verify that your employee names and Social Security numbers (SSN) match Social Security's records. You can:

- Verify up to 10 names and SSNs (per screen) online and receive immediate results. This option is ideal to verify new hires.
- Upload overnight files of up to 250,000 names and SSNs and usually receive results the next government business day. This option is ideal if you want to verify an entire payroll database or if you hire a large number of workers at a time.

While the service is available to all employers and third-party submitters, it can only be used to verify current or former employees and only for wage reporting (Form W-2) purposes.



Drug-Free Workplace Policy

- A district that receives a direct federal grant must provide employees with a copy of the local drug-free workplace policy.
- The notice, if applicable, is included in Local Policy (DH) and may be included in an employee handbook or provided to employees upon hire.



New-Hire Report

The federal Personal Responsibility and Work Opportunity Reconciliation Act of 1996 requires all employers to report certain information about newly hired employees to a state registry for submission to the National Directory of New Hires. Reported information will be used to facilitate child support enforcement and prevent and detect fraud in state public assistance, unemployment benefits, and worker's compensation programs.

Reporting Deadlines

Information sent by mail, phone, or fax must be reported **within 20 days of the employee's first day on the job**. Employers choosing to send reports electronically must submit at least two monthly transmissions, 12 to 16 days apart.

For information on Texas' reporting program and how to submit electronic reports, contact the Texas New Hire Reporting Operations Center:

Texas Employer New Hire Reporting Operations Center

P.O. Box 149224 Austin, TX 78714-9224

800-850-6442 Fax: 800-732-5015

Website: <https://portal.cs.oag.state.tx.us/wps/portal/employer>



Professional Employees Pre-Employment Affidavit

Applicants for certain positions are required to complete a preemployment affidavit indicating whether the applicant has ever been charged with or adjudicated for having an inappropriate relationship with a minor.

The requirement applies to teacher, teacher intern or teacher trainee, librarian, educational aide, administrator, educational diagnosticians, school counselor, audiologist, occupational therapist, physical therapist, physician, nurse, school psychologist, licensed professional counselor, marriage and family therapist, social worker, and speech language pathologist (Texas Education Code § 21.009).

Is the form required for every applicant? The statute says “an applicant” for a listed position must complete the affidavit. The Agency has interpreted that to mean all applicants for those positions must include the Pre-Employment Affidavit for Applicant (No Notarization) among the documents necessary to complete an application, whether by paper or online.

As described above, the available Pre-Employment Affidavit for Applicant (No Notarization) allows all applicants to verify the information through an electronic signature. If a district decides to require the final hire to complete a notarized affidavit, the district can offer the applicant an affidavit requiring notarization, described above



Professional Employees Credentials

Before a contract can be issued to a professional candidate, the candidate must present a valid Texas certificate or permit to the district.

- [SBEC Official Record of Educator Certificate Search \(state.tx.us\)](https://state.tx.us/sbec/record)

Who may request access to ECOS for Entities?

If you are Human Resources Personnel and you need access to ECOS for Entities, you must confirm with your primary approver before applying for this access. Generally, the primary approver for school districts is the superintendent or their designee. Once advised by your primary approver, you may then apply for access. [Requesting Access to an Application](#) will assist you with requesting access to ECOS for Entities.



Validating Credentials

Employers should verify professional certification or license prior to hiring and periodically after hire. Information to verify includes name, number, type, and status of certificates and licenses.

Candidates for special services must present a valid professional license. These credentials should be verified through the appropriate state agency. Online verification of Texas professional certification and licensing can be found through the following entities:

- [Executive Council of Physical Therapy and Occupational Therapy Examiners](#)
- [License Lookup \(boardsofnursing.org\)](#)
- [TSBPA - License Lookup \(texas.gov\)](#)
- [Texas Department of Licensing and Regulation](#)
- [Texas Health and Human Services](#) • Licensed Professional Counselors • Social Workers



Employment Policies

Districts are required to provide each teacher and administrator employed by term contract with a copy of their contract, and upon request, a copy of the district's employment policies.

Statute requires districts with Web sites to place the employment policies on the Web site – those with intranet can post internal on intranet site.

In addition, a copy of the employment policies must be available at each school for inspection upon request (TEC §21.204(d)).

Teachers also must receive a copy of TEC Chapter 37, Subchapter A, regarding student discipline and related local board policy (TEC §37.018).



Coaches, Sponsors, and Head Band Directors

The University Interscholastic League (UIL) requires all coaches and sponsors of UIL activities for grades 9–12 and head marching band directors to complete a [Professional Acknowledgment Form](#).



Noncontract Employees: Notice of Reasonable Assurance

It is a good practice to issue notice of reasonable assurance to newly hired noncontractual staff.

- Paraprofessional
- Auxiliary
- Part-Time

Making this part of the hiring process will help ensure complete, year-round protection from unemployment claims.



New Hire Orientation- 1st Day of Work

- Provides the new employee with concise and accurate information to make them more comfortable in the job
- Encourages Employee confidence and helps new employee adapt faster to the job
- Contributes to more effective, productive workforce
- Improves Employee Retention



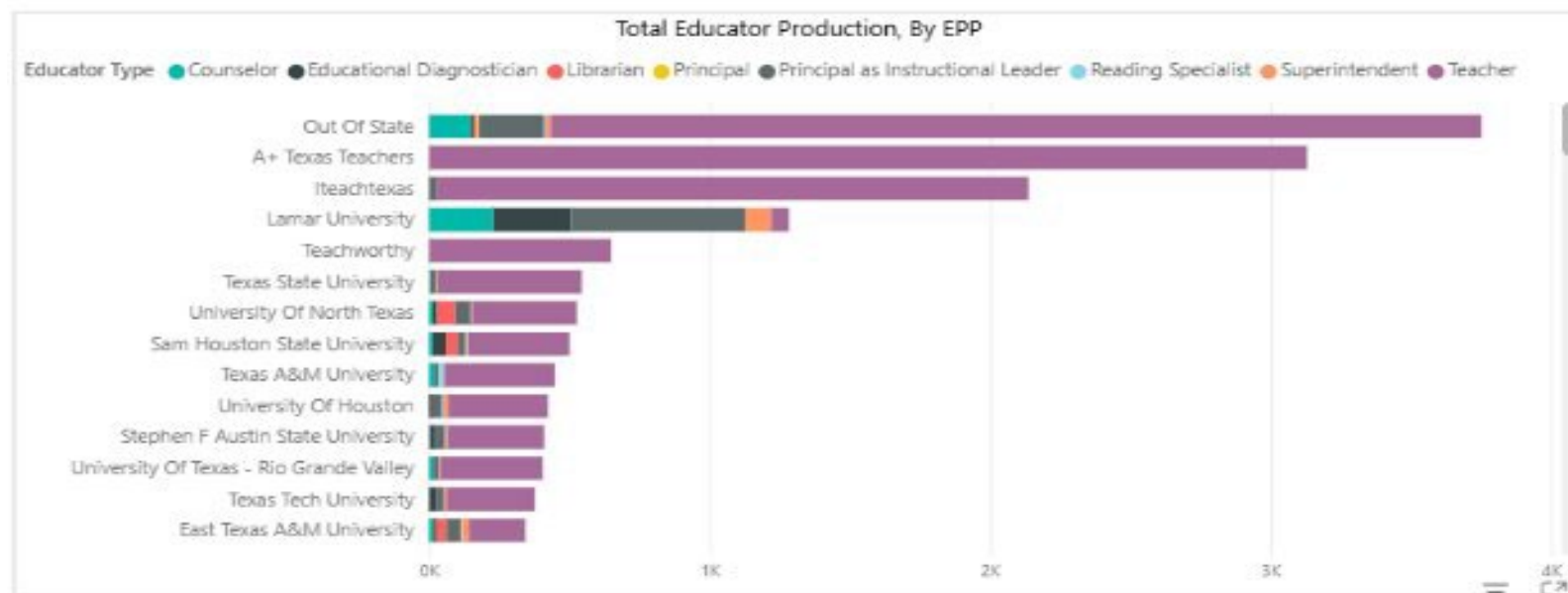
Teacher Preparation and Certification

- Traditional University Based
 - Tied to courses and degrees
 - Student teaching under teacher
 - Evaluated and recommended for certificate by university
- Alternative Certification Programs (ACP)
 - Pre-assignment preparation
 - Internship as teacher of record with supervisor
 - In-assignment development
 - Mentoring
 - Evaluated and recommended by preparation program
- Out of State
 - Review of Credentials
 - Tests as Determined



Newly Certified Educators

Educator Production: Individuals



EPP Type	Librarian	Principal	Principal as Instructional Leader	Reading Specialist	Superintendent	Teacher	Total
Community College						150	150
EPP - Alternative/ESCs	3		179	1	87	7694	8113
Four Year College/University	223		1406	104	354	6612	9993
Independent School District			1			203	204
Open Enrollment Charter						72	72
Out of State	15	5	231	8	18	3318	3752
Total	241	5	1817	113	459	18049	22284

Academic Year

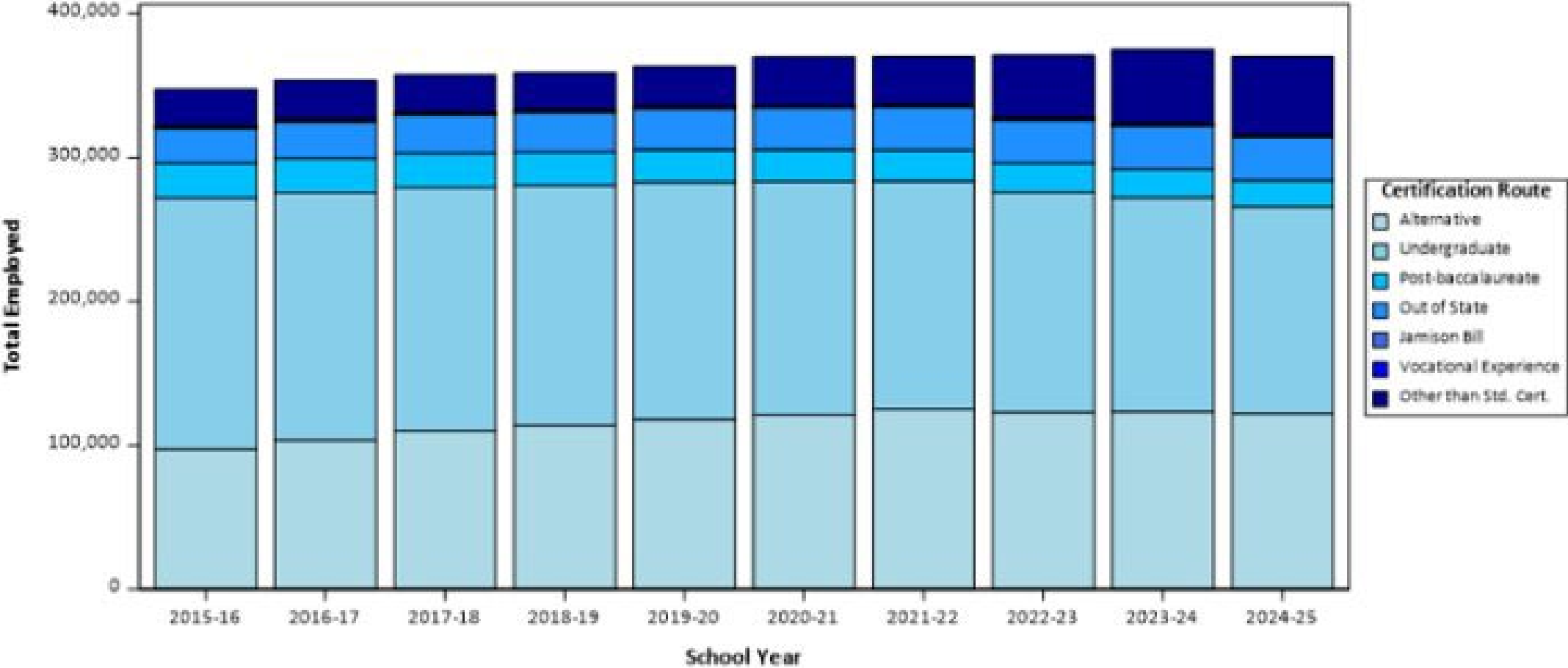
2024-25	2020-21	2016-17	2012-13
2023-24	2019-20	2015-16	
2022-23	2018-19	2014-15	
2021-22	2017-18	2013-14	

Educator Type

Counselor	Superintendent
Educational Diagnostician	Teacher
Librarian	
Principal	
Principal as Instructional Leader	
Reading Specialist	



Educator Preparation Route



Types of Certificates and Validity Periods

CERTIFICATE	VALIDITY PERIOD
Provisional Certificate	Lifetime-No Expiration
Professional Certificate	Lifetime-No Expiration
Standard Certificate	5-Year Renewable
Enhanced Standard Certificate	5-Year Renewable
One-Year Certificate	1 Year-Not Renewable
Intern Certificate	1 Year-Not Renewable
Probationary Certificate	1 Year-One Renewal Available
Emergency Certificate	1 Year-Not Renewable*
Educational Aide Certificate	2 Years-Not Renewable {must apply for a new certificate}

Types of Certificates can be found on 19 TAC Chapter 230, Subchapter D on TEA.

<https://tea.texas.gov/about-tea/laws-and-rules/sbec-rules-tac/sbec-tac-currently-in-effect/19-tac-chapter-230>



Standard Certificates

- Issued beginning September 1, 1999
- Issued to individuals who complete all certification requirements.
- 5-year renewable credential
 - 150 hours
 - Criminal record check
- **All Standard Certificates issued to an educator have the same expiration date.**
- **TEC §21.003 Certification Required**
 - (a) A person may not be employed as a teacher, teacher intern or teacher trainee, librarian, educational aide, administrator, educational diagnostician, or school counselor by a school district unless the person holds an appropriate certificate or permit issued as provided by Subchapter B.



Standard Certificates

New restrictions on DOI plans regarding certification will be effective starting in the 2026-2027 school year. Additional information on these requirements can be found in the [August 21, 2025 To The Administrator Addressed](#) Correspondence or [TEC §21.003](#) and [TEC §21.0032](#)

New Restrictions on DOI Plans Regarding Certification:

Academic Year	DOI Restrictions
2025-2026	District maintains currently approved DOI plan which may include exemptions from 21.003
2026-2027	District can no longer include K-5 reading and mathematics teachers in DOI plan exemptions from 21.003
2027-2028	District can no longer include all foundational subject teachers (i.e., reading/English language arts, math, science, and social studies) in any grade level in DOI plan exemptions from 21.003

Note, districts with the appropriate and allowable approved exemptions in their plans maintain certification flexibility for non-foundation subjects, allowing career and technical education (CTE) and other enrichment subject teachers to continue serving in assignments.



Provisional and Professional Certificates

- Provisional Certificates – **No longer issued.**
- Professional Certificates – **No longer issued.**

Lifetime certificates issued prior to September 1, 1999

- All provisional and professional educator certificates issued prior to September 1, 1999, shall be valid for the life of the individual unless suspended, surrendered in lieu of revocation, or revoked by lawful authority.
- To have obtained a Provisional or Professional Certificate, you must have completed all certification requirements by August 31, 1999, and applied by October 29, 1999.



Certification Renewal Overview

- Since September 1, 1999, the State Board for Educator Certification (SBEC) has issued the **standard certificate**, which is subject to renewal every five years.
- Must be renewed through the Educator Certification Online System (ECOS).
- Renewal is based on the completion of required CPE hours.

Renewal Requirements:

Certificate Type	Required CPE Hours
Classroom Teacher	150 hours
Principal, Superintendent, Counselor, Librarian, Educational Diagnostician, Reading Specialist	200 hours
Multiple Certificates (Classroom Teacher, Administrator, and/or Student Services)	200 hours total



Certification Renewal Overview - Continued

- CPE must **directly relate to the certificate(s) being renewed** with a focus on the standards required for issuance and completed during each five-year renewal period.
- All educators **must receive CPE training regarding educating students with disabilities**. This training must include specific information on educating students with dyslexia.
- Individuals who hold a **superintendent certificate** must complete **at least 2.5 hours** of training **every five years** on identifying and reporting potential victims of sexual abuse, human trafficking, and other maltreatment of children, in accordance with [Texas Education Code, 21.054\(h\)](#). For more information on Child Abuse and Human Trafficking, please visit the following webpages:
 - [TEA Child Abuse Prevention Overview](#)
 - [TEA Human Trafficking of School-Aged Children](#)
- If not renewed on time, the certificate becomes inactive but may still be renewed with the required CPE. A late renewal fee in addition to the standard renewal fee is applicable if renewed after the certificate expiration date.
- Completion of each CPE activity **must be retained by each educator** and should be evidenced by documentation (e.g., transcripts, certificates of completion, attendance logs, etc.) , which **must be kept for five years and provided to TEA if requested during a certificate renewal audit**.

More information may be found on the TEA website at:

<https://tea.texas.gov/texas-educators/certification/certification-renewals>



CPE-What Counts?

In Texas public education, **CPE hours are continuing professional education hours used to renew an SBEC standard certificate**. To count, the activity must generally relate to the educator's certificate, professional responsibilities, content standards, ethics, or improving student outcomes.

Activities that count as CPE

Under 19 TAC §232.15, acceptable activities include:

- Workshops, institutes, seminars, and conferences
- District in-service or staff-development training
- ESC professional-development sessions
- Interactive distance learning, webinars, and online courses
- College undergraduate or graduate courses
- Approved training programs
- Independent professional study (up to 20% of total hours)
- Curriculum development
- Authoring a published professional work
- Developing, teaching, or presenting professional development
- Serving as a mentor to another educator

These activities must be offered by an approved provider or otherwise meet SBEC requirements.



Continuing Education & Training Clearinghouse



As required by SB 1267, 87th Texas Legislature, the State Board for Educator Certification (SBEC) approved a **Continuing Education and Training Clearinghouse (Clearinghouse)**, regarding specific trainings that school districts and open-enrollment charter schools provide for educators and other school personnel.



School District and Open-Enrollment Charter School Requirements

- be guided by the recommendations for training in the Clearinghouse;



SB 1267 requires that the board of trustees of a school district and the governing body of an open-enrollment charter school, to the extent applicable, review the Clearinghouse and adopt a professional development policy that must:

- note any differences in the policy adopted by the district or school from the recommendations in the Clearinghouse; and

- include a schedule of all training required for



For more information, visit TEA at:

<https://tea.texas.gov/about-tea/leadership/state-board-for-educator-certification/continuing-education-and-training-clearinghouse>



Intern or Probationary Certificates

TAC-Chapter 228 –

- §228.73(a) While participating in an internship, a candidate must hold an intern or probationary certificate that is effective on or before the start date of the internship and is valid for the entire duration of the internship. The EPP must verify that the candidate's intern or probationary certificate is active prior to the start of the internship assignment.
- Internship must be for a minimum of one full school year for the classroom teacher assignment or assignments that match the certification category or categories for which the candidate is prepared by the EPP.
- An EPP may permit an internship of up to 30 school days less than the required minimum for parental leave, military leave, illness, bereavement leave, or if the late hire date is after the first day of the school year.



Intern or Probationary Certificates -Continued

- The beginning date of an internship for the purpose of field supervision is the first day of instruction with students in the classroom for the school or district in which the internship takes place.
- The intern must be assigned no less than an average of four hours each day in the subject area(s) and grade level of certification sought.
 - **The average include intermissions & recesses but does not include conference & lunch periods.**

*Be observed by a field supervisor throughout the year at the candidate's school site in a face-to-face setting. Therefore, field supervisors should be classified as allowed visitors on those campuses with educators completing internships on intern or probationary certificates.

TEC 21.057- Parent Notification, not required for the following.

Does not include those working on an intern, probationary, OYC, TCAP, certification waiver, or SDTP.



Educational Aide Certificate

- Educational Aide Certificate is valid for two (2) years.
- Issued as Educational Aide I, II, or III.
- Issuance fee of \$17.00.
- Must apply for and be recommended by an employing school district for a new certificate.
- Employing school district will need to recommend ECOS application issued by TEA.
- Charter Personnel are exempt from holding the SBEC issued certificate unless required by their charter.
- **TAC 228.69: Allows candidates employed as certified educational aides to satisfy their clinical teaching assignments through their instructional duties.**



Out of State Certified Educators

- Individuals who hold a standard educator certificate from another U.S. state or territory and are seeking certification in Texas must first apply for a **Review of Credentials** through the Texas Education Agency (TEA). A **standard certificate** is defined in [19 TAC §230.1\(22\)](#) as a certificate issued to an individual who has met all requirements for a specific class of certification.
- House Bill 1178, enacted by the 89th Texas Legislature, requires that any out-of-state certificate submitted for a Review of Credentials must be both **valid and active** at the time the complete application is received.
- Texas **does not have reciprocity** with any other state, meaning it does not automatically recognize or accept out-of-state teaching certificates to move into immediate issuance of a standard certificate in Texas. However, TEA conducts a credentials review to determine whether an applicant's certification, teaching experience, and exams align with Texas standards. Even if an educator holds a valid standard certificate elsewhere, **they must still apply for Texas certification and may be required to complete additional exams unless they qualify for a test exemption.**
- The pathway for individuals certified from other states and countries is simplified to provide efficiency and ease of process for applicants. In many cases, individuals can qualify for exemptions from most or all required Texas examinations.



Career and Technical Education

- The Texas Education Agency issues nine Career and Technical Education certificates. [Trades and Industrial Education, Health Science Technology Education, and Marketing Education certificates require work experience.](#) For initial certification, you must meet the requirements for [becoming a classroom teacher in Texas.](#)
- These CTE certificates require skill and experience. These certifications may also be [added by exam to a valid classroom teaching certificate](#) with verified work experience and current licensure.
 - Trade and Industrial Education
 - Health Science
 - Marketing
- Requires Statement of Qualifications (SOQ)
- Industry-Based Certifications
 - IBC list updated every two (2) years for public school accountability, with the current list spanning the 2025-2030 school years



Teacher Assignment Charts

- **School District personnel are responsible for ensuring that individuals serving in positions requiring educator certification hold appropriate Texas Credentials.**
- Review at least annually as information is changes periodically.

Teacher assignment Chart can be found on the TEA website and Texas Administrative Code Chapter 231.

<https://tea.texas.gov/texas-educators/certification/teacher-assignment-chart.pdf>

<https://tea.texas.gov/about-tea/laws-and-rules/sbec-rules-tac/sbec-tac-currently-in-effect/19-tac-chapter-231>

Certification Assignment Flexibility Chart found on the TEA website.

<https://tea.texas.gov/texas-educators/superintendents/certification-assignment-flexibility>

Districts of Innovation must review their plan as each exception is different.

(DOI districts may have other options to fill assignments)



EXAMPLE-Teacher Assignment Chart

State Board for Educator Certification		19 TAC Chapter 231
GRADES 9-12		
ASSIGNMENTS	CERTIFICATES	
Earth and Space Science	Junior High School (Grades 9-10 only), High School, Secondary, Grades 6-12, or Grades 9-12: Earth Science Science Science, Composite Legacy Master Science Teacher (Grades 8-12) Mathematics/Physical Science/Engineering: Grades 6-12 Grades 8-12 Physical Science: Grades 6-12 Grades 8-12 Science: Grades 7-12 Grades 8-12	
Environmental Systems ¹⁰ AP Environmental Science ¹⁰ IB Environmental Systems ¹⁰ Aquatic Science	Chemistry: Grades 7-12 Grades 8-12 Junior High School (Grades 9-10 only), High School, Secondary, Grades 6-12, or Grades 9-12: Biology Earth Science Science Science, Composite Life Science: Grades 7-12 Grades 8-12 Legacy Master Science Teacher (Grades 8-12) Science: Grades 7-12 Grades 8-12	
¹⁰ Secondary or All-Level teacher certificate plus 24 semester credit hours in science, including at least 12 semester credit hours in environmental science and/or ecology if assigned prior to the 1989-90 school year or any science teaching certificate with 12 semester credit hours in environmental science and/or ecology.		



Special Education - Update

TX Content Competency Worksheet

- Special education teachers of record who do not hold the appropriate grade-banded content certification for each area in which they are assigned as teacher of record to demonstrate content competency and meet requirements as detailed in [Figure 19 TAC §231.701\(d\)](#) (Texas Content Competency Worksheet for Special Education Teachers of Record(Grades EC-12))
- **Districts were required to use the new Texas Content Competency Worksheet effective 9-1-25.**
- An authorized district/school administrator should complete the worksheet with the educator.
- Individuals who previously demonstrated content competency via HOUSSE prior to 9/1/2025 must complete Sections A, B, and F of the Texas Worksheet per §231.701(d)(1).
- Also:
 - Indicate if the individual previously met Elementary or Secondary HOUSSE.
 - A copy of the new form must be kept on file in the HR office and provided to the educator for their records.
 - Worksheet should be completed prior to the educator's first day of instruction with students.



Bilingual Exceptions / ESL Waivers

- Local Education Agencies (LEAs), including school districts, districts of innovation, and open-enrollment charter schools that are **unable to provide the appropriately certified teachers to implement the bilingual and ESL program** must request from the commissioner of education an exception for the bilingual program and approval to offer temporary alternative methods as per 19 TAC §89.1207(a).
- All Bilingual Exception and ESL Waiver submissions are due **on or before November 1, 2025, using the Texas Education Agency Login Application.**

Application Deadline: November 1, 2025 // LEAs must submit both parts of the application:

- The completed data submission (Excel file), and
- The narrative responses (PDF format), as email attachments to:
BilingualExceptions_ESLWaivers@tea.texas.gov
- The district's Bilingual/ESL contact person in collaboration with the Human Resources contact person, may complete the exception/waiver application, but the application includes an assurance that the superintendent has reviewed and approved the completed application before submission.



Senate Bill 560 - Emergent Bilingual Strategic Plan

The strategic plan offers a current overview of bilingual education in Texas and then presents a concise summary of Senate Bill 560 along with coordinated, forward-looking efforts to meaningfully improve outcomes for Emergent Bilingual (EB) students across the state. The improvement framework is intended to be balanced: enhancing student achievement while ensuring compliance with both federal and state program requirements.

SB 560 (87th Legislature) mandated that the Texas Education Agency (TEA), in collaboration with the Texas Higher Education Coordinating Board and the Texas Workforce Commission, develop a strategic plan to improve and expand high-quality bilingual education statewide.

The SB 560 Emergent Bilingual Strategic Plan is available on the TEA website as part of its Emergent Bilingual Support resources.



Bilingual Education Certification Pathways



CERTIFICATION PATHWAYS

1

EMERGENCY PERMITS

Rules:

- ▶ District's online request and district's \$57 payment due at the time of submission.
- ▶ District's online request must be completed within 45 instructional days.
- ▶ Teacher must meet:
 - ▷ minimum requirements for the grade level and type of assignment and
 - ▷ hold a minimum of a bachelor's degree.
- ▶ Valid for one school year and cannot be renewed.
- ▶ Submission of permits begins July 1st for the next school year.

Requirements:

- ▶ Certified educators at the grade level of assignment.
 - ▷ Six semester hours in bilingual education for targeted language or language proficiency test passed (such as the BTLPT or ACTFL-American Council on the Teaching of Foreign Languages).
 - ▷ Registered for the next available test(s).

2

INTERN CERTIFICATION

Exams required to obtain intern certification

- ▶ Bilingual Target Language Proficiency (BTLPT),
- ▶ Bilingual Supplemental, and
- ▶ Core Subjects Early Childhood – 6th Grade.

3

PROBATIONARY OR STANDARD CERTIFICATION

Complete educator preparation program (EPP) obligations and receive EPP recommendation

- ▶ Receive School district's recommendation and
- ▶ Pass Pedagogy and Professional Responsibilities (PPR) exam or edTPA (Teacher Performance Assessment).



Districts of Innovation (DOI)

- **Question:** Can a district exempt itself from certification requirements for Bilingual, ESL, or Special Education?

Answer: No, Districts of Innovation must comply with requirements to have a certified education in a bilingual, ESL, or Special Education classroom just as a charter school must comply with those requirements.

DOI - Allows a person to teach without the necessary certification based on the districts approved plan which is valid for 5 years.

DOI - May not request a certification exemption from a requirement imposed by a state or federal program in which a district voluntarily participates.



BILINGUAL Exceptions

Action Planning - Essential Components & Key Players



Scenario: What if a Teacher is not appropriately certified?

- **TEC, §21.057, Parental Notification**

- requires districts that assign an inappropriately certified or uncertified teacher to the same class for more than 30 consecutive instructional days during the school year to provide written notice of the assignment to the parents or guardians of each student in that class.
- Prior to HB 2, districts were permitted to exempt from this statute through a DOI plan.
 - Accordingly, the new prohibition there is No exemption from the parental notification requirements.
- Do not have to sent both the State and ESSA notice.
- This includes teachers on emergency permits and those who hold no certification.
- Does not include those working on an intern, probationary, OYC, TCAP, certification waiver, or SDTP.
- If TEA develops a Model Notification, then the district will be required to use for notification.



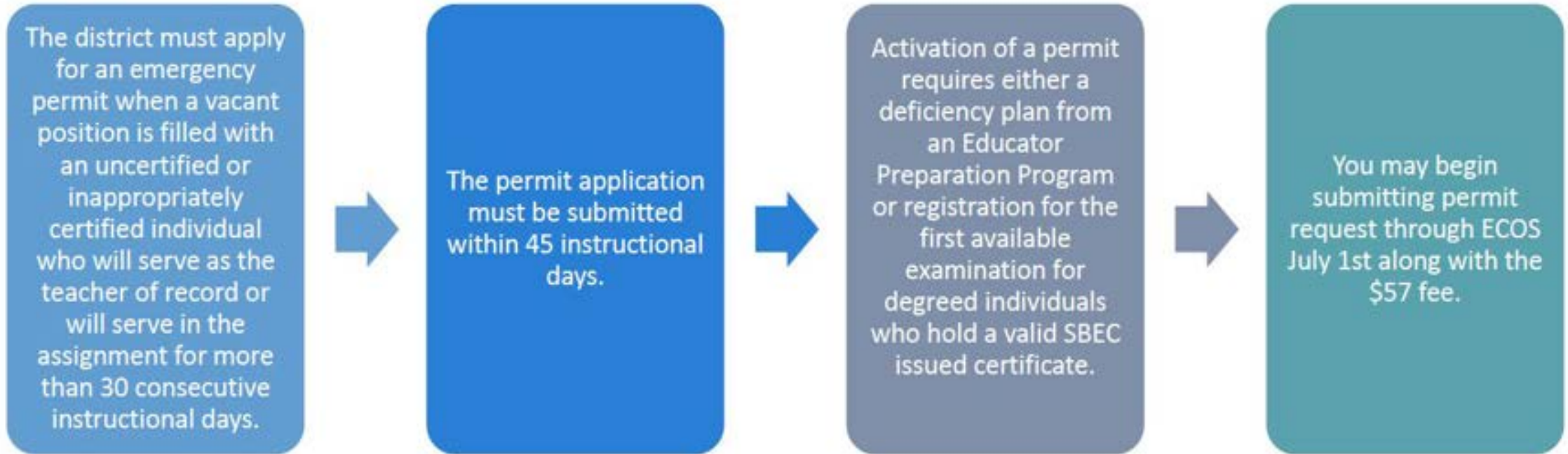
Permit Rules

Permit Rules – 19 TAC Chapter 230 (Texas Administrative Code)

- Individuals serving on a permit must meet minimum requirements based on the grade level and type of assignment.
- A permit is valid for one school year only.
- Renewals are not allowed, except in the following cases:
 - Assignments in the Junior Reserve Officer Training Corps (JROTC).
 - Teachers of students with visual impairments.
- There is a maximum of three years allowed on less-than-standard credentials, which include:
 - One-year permits
 - Intern certificates
 - Probationary certificates
- A permit cannot be issued in combination with an intern or probationary certificate if the educator preparation program (EPP) offers certification in the area being sought.



Emergency Permit



Emergency Permit - Continued

- Emergency Permits are only valid for one-year, and no renewals are allowed (unless the permit was used for less than 90 calendar days).
- The one-year limitation on permits does not apply to individuals serving in the position of Junior Reserve Officer Training Corps (JROTC) instructor or teachers of students with visual impairments (may be renewed a maximum of 2 years). Emergency permits for JROTC instructors must be reissued every year.
- Candidates who holds an intern or probationary certificate may be employed on an emergency permit during the validity of the intern certificate or probationary certificate, if the emergency permit is being issued in a certificate area not available through the educator preparation program that provided recommendation for the intern certificate or probationary certificate.
- The individual must meet minimum requirements depending on the grade level and type of assignment.



Temporary Classroom Assignment Permit (TCAP)



For certified individuals who are teaching 1 to 4 class periods outside of their certification field.



The teacher must hold a secondary certificate, all-level certificate or 4-8 certificate to be eligible for a TCAP.



Individual must have at least 12 semester hours in the specific subject to be taught. For math & science-must have at least 15 semester hours.



Permit is valid for one academic year and not renewable unless issued for fewer than 90 calendar days before the last day of student instruction.



Non-Renewable Permit (NRP)

Used for individuals completing a Texas approved university program

- The district must obtain a letter from the university program verifying program completion
 - The individual only lacks completing the appropriate certification examination requirements through the university program and must be registered for the next available exam
 - Application submitted in ECOS
-

Mo Expire 12 months from the date of activation

Not renewable



Certification Waivers

- Allows a person to teach without necessary certification requirements.
 - Allows qualified individuals to teach outside their areas of certification in Career and Technical Education (CTE).
 - Allows qualified individuals to teach outside their areas of certification in a subject or course for which no state assessment has been developed.
 - Allows qualified individuals to teach outside their areas of certification in Alternative Education.
 - Allows qualified individuals to teach ROTC classes outside their areas of certifications.
-
- Pursuant to 19 TAC §89.1207(a)(1) and (b)(1), an LEA that does not have the appropriately certified teachers for their required bilingual and/or ESL program(s) must apply to the Texas Education Agency (TEA) for a bilingual education exception and/or ESL waiver.
 - This is a provisional measure taken to report the current needs of the district and to specify the actions to be taken in order to secure the appropriately certified staff, provide training and support to the teachers under the exception/waiver, and to verify the implementation of a temporary alternative methods that meet the affective, linguistic, and cognitive needs of the emergent bilingual (EB) students and align as closely as possible to the required bilingual or ESL program.
-
- Must be initiated by the district. Individual cannot apply.
 - Before requesting a certification waiver for an individual in an Educator Preparation Program, contact the program to ensure the placement will not impact their program completion.
 - Must be approved by School Board. Board agenda showing date of board approval must be submitted with the waiver application.



School District Teaching Permit Non-Core CTE Assignments

- Noncore academic CTE courses are CTE courses that are not eligible to satisfy foundation graduation course credit in mathematics, science, language arts, or social studies.
- Permit is only valid in the district where it was issued.
- District must complete criminal background check.
- District must provide individual with at least 20 hours of classroom management training.
- Permit does not need to be approved by the commissioner of education. School District Board of trustees approves.
- District must provide the commissioner with a written statement identifying the person, the courses being taught and the individuals qualifications no later than the 31st day of employment.
- **DOI district are not required to initiate a SDTP if the assignment falls under their DOI plan.**



Licensing in Texas Public Schools

The following positions are required to have a license

- Audiologist
- Occupational/Physical/Speech Therapist
- Physician
- Nurse (RN or LVN)
- School Psychologist
- LSSP
- LPC
- Social Worker
- Marriage and Family Therapist
- CTE Teacher (Health Science Technology/Trade and Industrial Education)
- Athletic Trainer
- Skilled electrician or Plumber



Compensation Process



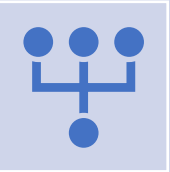
Compensation



Compensation Type - Contracts



Chapter 21 of the Texas Education Code (TEC) requires certain full-time professional and administrative employees, as well as school nurses, to be employed under a probationary, term, or continuing employment contract. These contracts are often referred to as Chapter 21 contracts. The law mandates specific rights and administrative procedures for each type of Chapter 21 contract.



Board policy, as specified in the **DC series**, outlines the detailed procedures for handling these contracts within the district.



Types of Contracts

The Texas Education Code three basic types of teacher contracts are **Probationary, Term, and Continuing** contracts, each with different levels of duration and rights for the teacher.

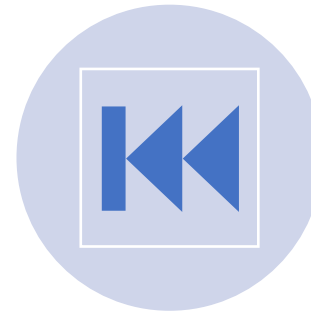
- A probationary contract is for new teachers and has a short, fixed term.
- A term contract is for a specific, longer period, usually one to five years, and is considered for renewal.
- A continuing contract is an indefinite duration contract that lasts until the teacher resigns, retires, or is dismissed for good cause.
- **Most charter schools are *Not* subject to these specific Texas Education Code provisions, though some may have similar contractual arrangements.**
- **A teacher is defined in the next slide.**



TEC-21.001 (3-b)TEACHER OF RECORD DEFINITION

"Teacher of record"

means a person employed by a school district who teaches the majority of the instructional day in an academic instructional setting and is responsible for evaluating student achievement and assigning grades.



Previous Definition:
Not less than an average of 4 hours each day.



Educator Contracts in Texas - Probationary

In Texas, a probationary contract for educators is a one-year agreement that can be renewed for up to two additional one-year terms, for a maximum of three years, though some exceptions exist.

Teachers on probationary contracts can be dismissed for any reason by the district. However, a teacher with at least five years of public education experience can only be on a probationary contract for one year.

After the probationary period, a district must either issue a term or continuing contract or dismiss the teacher.

A teacher who returns to a district after a two-year lapse in employment receives a probationary contract.



Educator Contracts in Texas - Continuing



Each teacher employed under a continuing contract is entitled to continue in the teacher's position or a position with the school district for future school years without the necessity for annual nomination or reappointment until the person.



In Texas, a continuing contract for educators offers indefinite, year-to-year employment that does not require annual renewal, providing a status similar to tenure but ceasing upon resignation, retirement, or dismissal for good cause.



Teachers are entitled to a hearing if facing termination during the contract term and are subject to strict resignation deadlines, with penalties for abandoning the contract by resigning late.



A teacher employed under a continuing contract may be discharged at any time for good cause as determined by the board of trustees, good cause being the failure to meet the accepted standards of conduct for the profession as generally recognized and applied in similarly situated school districts in this state.

(b) In lieu of discharge or pending discharge, a school district may suspend a teacher without pay for good cause as specified by Subsection (a) for a period not to extend beyond the end of the current school year.



Educator Contracts in Texas - Term



In Texas, an educator's term contract is a fixed-length agreement, typically lasting one or two years, but not exceeding five (5) years, that requires the school district to provide written notice for nonrenewal by the tenth day before the last day of instruction.



To non-renew a term contract, the school district must have “good cause,” and the teacher is entitled to due process rights, including a hearing and the right to appeal the decision.



Not later than the 10th day before the last day of instruction in a school year, the board of trustees shall notify in writing each teacher whose contract is about to expire whether the board proposes to renew or not renew the contract.



The notice must be delivered personally by hand delivery to the teacher on the campus at which the teacher is employed, except that if the teacher is not present on the campus on the date that hand delivery is attempted, the notice must be mailed by prepaid certified mail or delivered by express delivery service to the teacher's address of record with the district. Notice that is postmarked on or before the 10th day before the last day of instruction is considered timely given under this subsection.



Important Provisions

- In Texas, educators on a contract must file a written resignation with the school district no later than **45 days before the first day of instruction** to avoid contract abandonment, which can lead to certificate suspension by the State Board for Educator Certification (SBEC).
- Resigning after this deadline without the board's consent can result in the district filing a complaint with the SBEC, and while the district can choose to release the educator, they are not obligated to do so.
- Good cause exceptions, such as serious illness or relocation due to a spouse's job change, may exist and are determined on a case-by-case basis by the Texas Education Agency (TEA).

NO SBEC sanction for contract abandonment for resignations due to the following:

1. a serious illness or health condition of the teacher or a close family member,
2. relocation of the employment of a spouse or live-in partner,
3. a significant change in the needs of the teacher's family in a manner that requires relocation or ending employment, or
4. the teacher's belief that he or she had permission from the administration to resign.



Important Provisions

- **Return to probationary contract** - Yes, a Texas teacher can only be returned to probationary contract status in lieu of discharge if they **voluntarily agree** to it, as this is a requirement under the [Texas Education Code § 21.106](#). A school district can offer a teacher the option to return to a probationary contract instead of facing termination, but the teacher must provide their written consent for the offer to be accepted.
- In Texas, an educator's contract can become void if they **fail to hold a valid [State Board for Educator Certification \(SBEC\) certificate](#)** or fail to meet renewal requirements. Texas law, specifically [Texas Education Code §21.0031](#), states that such contracts are void from the start. However, a teacher may avoid the contract becoming void by taking necessary measures to renew, extend, or validate their certificate within ten days of it lapsing.
- A contract may also be voided if a district becomes aware that the teacher is convicted of any felony other than one that is grounds for automatic certificate revocation.



Internal Compliance

Board Policies

Standard Operating
Procedures

Employment Practices



Board Policies-Essential to Effective Governance



Board Policies may be required by law or TEA

Statements the Board wishes to make on Specific Topics

Texas Association of School Boards (TASB)

HR and Business Office procedures tied to Board Policy

Board Policy Compliance



Standard Operating Procedures

- Important information regarding your District/Charter School's stance on multiple areas of Organization
- All Internal Administrative and Organizational Procedures
- Business Office and Human Resources work collaboratively to ensure compliance



Mandatory Trainings

A graphic with a background image of a modern building. The text "REGION ONE" is in a large, bold, sans-serif font, and "MANDATORY TRAININGS" is in a slightly smaller, bold, sans-serif font below it. A blue horizontal line separates the two. Below the line, there is a blue box with white text.

REGION ONE

MANDATORY TRAININGS

The following asynchronous online trainings workshops are designed as self-paced learning opportunities with 24/7 accessibility. Region One staff must complete each mandatory training as part of your professional development annual requirement.

The deadline to complete these mandatory Region One trainings is October 28, 2022.

To get started, register and complete each of the trainings by clicking on the courses below.



Sexual
Harassment
(English)



Texas Educator
Code of Ethics

All New Hires will have to complete the following Mandatory trainings within the first Month of Hire

- Sexual Harassment
- Educator Code of Ethics

All trainings can be found below:

[Mandatory Trainings \(google.com\)](https://www.google.com)



Employment Practices

Records and Retention

State and Federal Reporting

Employee Welfare

Professional Development

**Employment
Practices**

Employee
Manual



How Does Region One ESC HR partner with your Districts?



Human Resources Advisory Council (HRAC)

Series of Bi-Monthly Professional Development sessions for HR Administrators/staff for all Region One ESC Districts and Charter Schools.

Professional Development is focused on new TEA initiatives, Legislation, HR Best Practices and Trending Topics requested by our district and charter school partners.

- Virtual & In Person (as requested)
- Survey (yearly)



Region One ESC Personnel Services Cooperative



Provides member districts and charter schools with a comprehensive set of services designed to assist districts to recruit and retain highly qualified, certified, and caring teachers in their districts and charter schools

Services include

- Best Practices-Job Descriptions & Compensation Analysis Market Review
- Job fair representation throughout Texas
- Professional development onsite sessions
 - Teacher Certifications
 - Service Record Training



OmniHire-Applicant Tracking System

- Seamless Applicant Tracking: Full access to our cutting-edge Omnihire applicant tracking system.
- Instant Application Access: Immediate access to applications, resumes, and comprehensive reports.
- Dedicated Help Desk Support: Prompt assistance and ongoing support to both applicants and districts.
- Exclusive Job Fair Registration: Automatic registration to one of our highly anticipated Annual Region One ESC Job Fairs.
- Expert Staff Development Sessions: Specialized sessions to equip you with essential recruitment skills.
- Amplified Marketing Efforts: Robust marketing strategies to promote your vacancies.
- Cultivate Omnihire system: Your voice will shape the creation of the Omnihire system.

Coming Soon- Omnihire Performance Evaluation System
Omnihire Employee Records



HR 101 Academy



Customized Professional Development offering for HR Administrator/staff new to their role at our partnering districts and charter schools
Professional Development Training provides development in the area of Overall HR Functions:

- Recruiting
- Certifications
- Contracts
- Compensation
- HR Compliance
- Grievances

*Updating to Asynchronous Learning platform and individualized sessions with Districts 24-25



Region One ESC Substitute Certification Academy

2-day Professional Development offering, remote and in person, is focused on providing certification for future Substitute Teachers for all Region One ESC Districts. The certification focuses on Legal issues, Ethics, Instructional Methodologies, and Classroom Management. Training includes 6 hours of electronic observation training.

- District/Charter school partners require a Substitute Certification for employment with their districts
- Virtual option throughout Texas
- 2518 participants for 21-22 school year
 - 236 for Home Grown option in partnership with SubHub



Region One ESC SubHub Program/TutorHub Program

SubHub, offered by Region One ESC, serves as a solution aiding schools in the recruitment and retention of a proficient pool of certified substitute teachers, catering to the fulfillment of vacancies within educational institutions. This platform operates as both an absence management and substitute placement system for district/charter schools affiliated with our program. SubHub currently provides our district partners with a 98% fill ratio which includes certified educators, specialty substitute group such as early childhood, and Temporary Principal candidates. SubHub partial partnership is available.

TutorHub is a new service provided by Region One ESC to assist district/charter schools in the recruitment and placement of high-quality trained tutors that will provide supplemental targeted instruction to address students needs. TutorHub provides trained tutors to implement accelerated instruction through high impact tutoring. The TutorHub tutor initiative is to support district/charter schools in addressing learning loss by meeting the requirements for HB 4545.



Customized Trainings

- Crucial Conversations (Crucial Learning)
- Documentation that Drives Accountability
- Paraeducator Training Certification
- Creating a Culture of Accountability

Customized Trainings

- Ethics
- HR Compliance
- Hiring Process
- Time Management



Reflect on the following

- Your District/Charter School will be as successful as the people you hire
- A Campus where teaching and learning is prioritized will naturally attract and retain quality teachers
- Successful campuses are created intentionally and strategically
- The culture leadership creates will set the basis for everything you do
- Your District must be intentional regarding hiring and promotion
- Finding, developing, and keeping high quality teachers are the highest leverage actions a principal can take to ensure student achievement
- Ensure your Team is bought into your vision and culture
- Delegate once they fully understand and agree with what you want to achieve
- Ensure you find time to focus on ALL staff
- Set guidelines for EVERYTHING! Don't Assume people know or should know
- Consistent Communication is key-What will your leadership Style be?
- Get comfortable in the Learner's seat-While still making decisions that will affect everyone around you



QUESTIONS?

Thank You!

