

CERTIFICATION

The certification of teachers and other personnel in the public schools of New Jersey is a protective measure for the children, the community, and the staff members themselves. All personnel hired shall have proper certification as required by the state board of education. The chief school administrator will take appropriate steps to avoid employment of teachers with revoked or suspended certificates.

Validity of certification must be verified with the county office.

The chief school administrator must receive valid evidence of proper certification or qualifications to pursue the alternative route to certification before presenting a candidate to the board.

Reporting of Arrests, Charges and Indictments

All certificated staff members who are charged, arrested or indicted for a crime or offense must submit a report to the chief school administrator of the charge, arrest or indictment, including (but not limited to) disorderly persons offenses and drunk driving arrests. This reporting requirement pertains to both in-state and out-of-state offenses and crimes. Pursuant to N.J.A.C. 6A:9-17.1(c) the employee will make the report within fourteen (14) days. The staff member shall also report the disposition of any charges within seven (7) days of the disposition.

Failure to comply with these reporting requirements may be deemed "just cause" to revoke or suspend the certificate(s) of any certificate holder pursuant to N.J.A.C. 6A:9-17.5.

The chief school administrator will make these requirements known to all new employees and to all employees on an annual basis.

District Reporting Requirements

Pursuant to N.J.A.C. 6A:9-17.4(a), the chief school administrator shall notify the New Jersey Board of Examiners when:

- A. Tenured teaching staff members who are accused of criminal offenses or unbecoming conduct resign or retire from their positions;
- B. Nontenured teaching staff members who are accused of criminal offenses or unbecoming conduct, resign, retire or are removed from their positions;
- C. A certificate holder fails to maintain any license, certificate or authorization pursuant to N.J.A.C. 6A:9-4.1(b) that is mandated in order for the holder to serve in a position; or
- D. He or she becomes aware that a certificate holder has been convicted of a crime while in the district's employ.

Provisionally Certified Teachers

The board of education encourages the employment of provisionally certified teachers for service in their first and second years of employment. The building principal or other appropriately certified administrator shall observe and evaluate all provisionally certified teachers in the first year of employment in conformance with the schedule described in the administrative code.

CERTIFICATION (continued)

Mentoring Novice Teachers

In order to enhance student achievement of the Core Curriculum Content Standards by enhancing the skills of inexperienced teachers, identifying exemplary teaching skills and practices necessary for excellent teaching and assist novice teachers in adjusting to the challenges of teaching, the board shall ensure the development of a mentoring plan for all novice teachers employed in the district.

The plan shall provide each novice teacher with in-person contact with a mentor teacher (who may be a retired teacher or administrator) who shall provide confidential support and guidance to the novice teacher. The plan shall be developed by the local Professional Development Committee, approved by the board, and aligned with the professional standards for teachers as set forth in administrative code. Included in the plan shall be criteria for selection and training of mentor teachers. Implementation of the district mentor plan shall be in compliance with the administrative code and included in the district annual report.

The board shall annually submit a report with required data to the State Department of Education on the effectiveness of the local mentoring plan. State funds appropriated for the novice teacher mentoring program shall be applied in accordance with law and code.

Special Education

All personnel serving students with disabilities shall be appropriately certified and licensed, where a license is required.

Date: Reviewed: November 14, 2012, December 12, 2012
Adopted: January 7, 2013

Legal References: Use legal reference sheet.

Cross References: List your appropriate policies. See legal reference sheet for possibilities.

Key Words

Certificates, Certification

CERTIFICATION (continued)

MEDFORD LAKES BOARD OF EDUCATION

FILE CODE: 4112.2

Monitored

Mandated

Other Reasons

Legal References

CERTIFICATION

QSAC Monitored:

Section 5: Personnel

Recommendation:

A policy statement affirming the law; alternate route candidates should be addressed here. Provisions for mentoring novice teachers should also be addressed here. Legal references should provide major cites; cross references should pinpoint areas in your district's policies which would have some concern for proper certification for the assignment.

School board members and board attorneys should be aware of the responsibility of the chief school administrator to notify the New Jersey Board of Examiners, pursuant to N.J.A.C. 6A:9-17.4(a), when:

- A. Tenured teaching staff members who are accused of criminal offenses or unbecoming conduct resign or retire from their positions;
- B. Nontenured teaching staff members who are accused of criminal offenses or unbecoming conduct, resign, retire or are removed from their positions;
- C. A certificate holder fails to maintain any license, certificate or authorization pursuant to N.J.A.C. 6A:9-4.1(b) that is mandated in order for the holder to serve in a position; or
- D. He or she becomes aware that a certificate holder has been convicted of a crime while in the district's employ.

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| <u>Legal References:</u> | <p><u>N.J.S.A.</u> 18A:6-38</p> <p><u>N.J.S.A.</u> 18A:6-39</p> <p><u>N.J.S.A.</u> 18A:6-76.1</p> <p><u>N.J.S.A.</u> 18A:26-1,-2,-8.1,-9</p> <p><u>N.J.S.A.</u> 18A:26-2.1 <u>et al.</u></p> <p><u>N.J.S.A.</u> 18A:27-2</p> <p><u>N.J.S.A.</u> 18A:29-1</p> <p><u>N.J.S.A.</u> 18A:40A-4</p> <p><u>N.J.A.C.</u> 6:30-2.1(a)8</p> | <p>Powers and duties of the board; issuance and revocation of certificate; rules and regulations</p> <p>Issuance of certificates to non-citizens</p> <p>Deadlines for notification to students of requirements of provisional certificate and induction program; submission of induction program plan to school districts and Department of Education; coordination of mentor training program</p> <p>Citizenship of teachers, etc.</p> <p>Supervisory certificate required for appointment as director of athletics</p> <p>Employment without certificate prohibited</p> <p>Uncertified teacher denied salary</p> <p>Preservice training of future teachers; teaching certificate requirements</p> <p>Purpose and program descriptions (Adult education programs)</p> |
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CERTIFICATION (continued)

N.J.A.C. 6A:9-1.1 et seq. Professional Licensure and Standards

See particularly:

N.J.A.C. 6A:9-3.3, 6A:9-8.4

N.J.A.C. 6A:9-17 et seq. Certificate Holders

See particularly

N.J.A.C. 6A:9-17.1, 6A:9-17.3, 6A:9-17-4(a)

N.J.A.C. 6A:14-1.1 et seq. Special Education

N.J.A.C. 6A:30-1.1 et seq. Evaluation of the Performance of School Districts

N.J.A.C. 6A:32-4.1(d) Employment of teaching staff

N.J.A.C. 6A:32-12.1 et seq. Reporting requirements

Old Bridge Education Association v. Old Bridge Township Bd. of Ed., 1986 S.L.D. 1917

Possible

Cross References: *2131 Chief school administrator
4010 Goals and objectives
*4111 Recruitment, selection and hiring
6130 Organizational plan

Possible

Cross References: (continued)

*6141 Curriculum design/development
*6142.1 Family life education
*6156 Instructional planning/scheduling
*6163.1 Media center/library
*6164.2 Guidance services
*6171.4 Special education
*6200 Adult/community education

*Indicates policy is included in the Critical Policy Reference Manual.