

KANSAS HIGHLY QUALIFIED TEACHERS

Common Questions

Kansas Content Area Rubric

1. What is the Kansas Content Area Rubric?
 - The rubric is a mechanism for becoming highly qualified.
 - The rubric assesses teaching experience, college course work and professional activities in the content area.
2. How many points do I need on the rubric to be designated HQ?
 - A minimum of 45 points is required in the college course work column.
 - 100 total points.
3. Who should complete the rubric?
 - Veteran K-9 elementary licensed teachers who teach middle school core content classes.
4. How is experience defined?
 - Experience must be content specific in grades 5-8.
5. Is there an expiration date on college credit?
 - No
 - College course work must be content specific.
 - Student teaching and practice are not acceptable.
6. What college courses are acceptable on a middle school social studies rubric?
 - Social studies at the middle level should be globally assessed.
 - Any social science course in history, political science, economics, geography, sociology or anthropology is OK.

- Psychology courses are not acceptable.
7. What college courses are acceptable on a middle school language arts rubric?
- At the middle level language arts includes reading.
 - Any English, literature, language arts or reading course is OK.
 - Speech and speech communication courses are not acceptable.
8. Is there a time limit for points related to “activities” and “service”?
- Yes, activities related to the content area and service in the content area must be recent – within the last six years.
9. If I served on the building QPA committee how many points will I be able to use?
- The work on the QPA building committee must be content specific.
 - 5 points per year of service within recency. The maximum number of points would be 30 for this activity.
10. What document should I send with the rubric?
- Do not send documentation to KSDE. You should keep a copy of the rubric and supporting documentation in your personal files.
 - The district or building may request documentation.
 - If your building is audited or on improvement you may be asked to produce documentation supporting your highly qualified status.
11. Can I fax the rubric?
- NO, please mail the rubric to
Teacher Education and Licensure
Kansas State Department of Education
120 SE 10th Avenue
Topeka, Kansas 66612

12. How will I know if my rubric is acceptable?

- Allow four weeks to process the information.
- Check for the HQ status on our website. It is posted along with other license information at www.ksde.org; select educator and then license look-up.

13. Will I get a letter officially stating I have been highly qualified?

- No, we do not send letters. The HQ status is posted on our website is considered official.
- If you need a copy of your HQ status, screen print the information on the website.

Kansas Special Education Checklist

1. Who should complete the special education checklist?

- A highly qualified special education teacher who teaches a core content class to students with disabilities and does not have the appropriate general education content endorsement.

2. What is the difference between the checklist and the rubric?

- Both the checklist and the rubric allow appropriately licensed teachers a mechanism to demonstrate the “depth of content” NCLB requirement.
- Both the checklist and the rubric assess teaching experience, college course work and professional activities in the content area.
- The checklist should be completed by special education teachers who teach content to students with disabilities.
- While the special education checklist requires college coursework in the content area, the primary focus of the checklist is recent professional development in the content area.
- The rubric should be completed by elementary K-9 licensed teachers who teach middle school.

3. How many checklists should I complete?
- One checklist for each core content subject.
4. How many checks are required to be designated HQ in a content area?
- A total of 11 checks.
5. Is there an expiration date on college credit?
- No
 - College course work must be content specific.
 - Student teaching and practice are not acceptable.
6. Is there a time limit for points related to “activities” and “service”?
- Yes, activities related to the content area and service in the content area must be recent – within the last six years.
7. What documentation should I send along with my checklist?
- Do not send documentation to KSDE. You should keep a copy of the checklist and supporting documentation in your personal files.
 - The district or building may request documentation.
 - If your building is audited or on improvement you may be asked to produce documentation supporting your highly qualified status.
8. Can I fax the checklist?
- NO, please mail the checklist to
Teacher Education and Licensure
Kansas State Department of Education
120 SE 10th Avenue
Topeka, Kansas 66612

9. How will I know if my checklist is acceptable?

- Allow four weeks to process the information.
- Check for the HQ status on our website. It is posted along with other license information at www.ksde.org; select educator and then license look-up.

10. Will I get a letter officially stating I have been highly qualified?

- No, we do not send letters. The HQ status is posted on our website is considered official.
- If you need a copy of your HQ status, screen print the information on the website.

OTHER COMMONLY ASKED QUESTIONS

1. Do preschool teachers need to be highly qualified.

- No, preschool teachers do not have to be highly qualified.
- The Kansas definition of “elementary” begins with kindergarten and does not include preschool.

2. Can non-highly qualified teachers issue credit?

- Yes. Who to hire and what courses to give credit for remain strictly local decisions.

3. What else?

- NCLB requires districts to file a plan with the state department of education annually describing how not highly qualified teachers will become highly qualified.
- NCLB requires states and districts to submit data annually on the equitable distribution of teachers and if there is a discrepancy between teacher qualifications in high and low poverty schools a plan to rectify the problem is required.

CLARIFICATION OF HQ REQUIREMENTS

1. English Speakers of Other Languages

- ESOL teachers who provide instruction in core academic subjects must also meet the HQ requirements.
- ESOL is an “added” endorsement in Kansas. This means teachers are trained in a general education content area for their initial license.
- If it is necessary for a HQ ESOL teacher to teach a core content subject, it is probable that the ESOL teacher has already met the highly qualified content requirements.
- If the veteran ESOL teacher does not have the appropriate content endorsement on their teaching license they can demonstrate subject competency by completing one of the following:
 - Earn 11 checks on the Kansas NCLB HOUSSE Check List .
 - The Kansas NCLB HOUSSE Check List is the *high objective uniform state standard of evaluation* allowed by NCLB for use by veteran ESOL teachers to demonstrate depth of content knowledge.
 - Achieve National Board Certification at the grade level and in the content area of the assignment.
 - Pass the PRAXIS II licensure examination in the core academic subject.
 - Add the appropriate content endorsement to their teaching license.

2. Reading or Language Arts

- Teachers HQ in language arts are also HQ in reading.
- Teachers HQ in English are also HQ in language arts and reading.
- Reading Specialists are HQ in reading.

3. SOCIAL STUDIES

- Kansas licensure requirements for History and Government Comprehensive or Social Studies Comprehensive for middle and secondary teachers include the following academic subjects:
Civics and Government
Economics
History
Geography

4. SIXTH GRADE

- A sixth grade teacher who has an elementary license and teaches sixth grade students should meet the HQ requirements regardless of the building configuration.

5. DEPARTMENTALIZED ELEMENTARY

- Elementary teachers teaching in a school that departmentalizes core content classes should meet the HQ requirements. Most elementary teachers have been designated HQ in “core content MESH” in grades K-6.
- MESH stands for Math, English, Science, History Comprehensive (social studies).

SPECIAL EDUCATION ASSIGNMENTS

Consultative Teaching

- A consultative teacher modifies and adapts instruction for students with special needs. They may work with other teachers or students.
- If the consultative teacher works with students in the general education setting the special education teacher may provide direct assistance via individualized instruction or small group instruction as a support to the HQ content teacher.
- The special education teacher must be designated HQ in special education.

Resource Rooms

- A resource room provides direct assistance to students with disabilities after the students receive instruction from a HQ content teacher.
- The resource room teacher provides supplemental instruction including tutoring and reinforcement of content in segregated settings.
- The special education teacher must be designated HQ in special education.

Team Teaching

- Special education teachers who work in general education classes along side a HQ content teacher must also be HQ in the content area because these teachers *SHARE* responsibilities with the general education teacher for the *DESIGN and DELIVERY OF INSTRUCTION, as well as the EVALUATION OF STUDENT PERFORMANCE*.
- The special education teacher must be designated HQ in both special education and the core content.