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 coursework 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.