

**REQUIREMENTS/RESPONSIBILITIES FOR NEWLY EMPLOYED KISD TEACHERS FOR THE
2017-18 SCHOOL YEAR**

- 1.) All newly hired teachers, current 16-17 teachers hired after January 1st, and new-to-Klein Teaching & Learning personnel (RSCs, LSSPs, Diagnosticians, Librarians, Nurses, Counselors, Administrators and new-to-Klein Specialists) will participate in 3 days of Promise2Purpose New Employee Onboarding from Monday August 7th – Wednesday August 9th.
- 2) All Newly hired non-instructional employees will receive Promise2Purpose Onboarding on August 9th from 8-11 am at the KMPC. More details to follows.
- 3) All newly hired teachers and current 16-17 teachers hired after January 1st will receive their exchange day credit for the school year during the New Employee Onboarding.
- 4) Beginning teachers ***will be required to attend*** three (3) induction trainings per semester their first year; two (2) induction trainings per semester their second year; and one (1) induction training per semester their third year. Teachers will not be compensated for attending, but they will receive CPE credit hours. **The credit hours earned at these meetings may be applied to the hours needed for exchange day credit with prior written approval from the principal.**
- 5) Teachers new to Klein Independent School District but not new to the teaching profession will be required to attend two (2) meetings per semester their first year and one (1) meeting per semester their second year. Teachers will not be compensated for attending, but they will receive CPE credit hours. **The credit hours earned at these meetings may be applied to the hours needed for exchange day credit with prior written approval from the principal.**
- 6) All teachers whether they are half time or full time are required to earn 30 hours of staff development annually.
- 7) Alternative Certification Program (ACP) teachers are responsible for immediately obtaining a Texas (1) Year Probationary Certificate upon employment.
- 8) ACP teachers are solely responsible for taking and passing the TEXES Professional Pedagogy & Responsibilities exam during their 1st year of employment or the date determined on the letter of intent.
- 9) Before an ACP teacher's Texas (1) Year Probationary Certificate expires, the teacher must apply for the Texas (5) Year Standard Certificate. The teacher is solely responsible for completing this task.
- 10) Teachers coming from out of the state and holding a valid teaching certificates from that state, must immediately apply for a (1) year Texas Certificate. The teacher must work with the Texas State Board of Educator Certification (SBEC- www.tea.state.us) during that year to obtain a Texas (5) Year Standard Teacher Certificate.
- 11) KISD teachers must obtain (150) professional development hours during the term of their (5) year certificate. Teachers are solely responsible for renewing their certificate prior to the expiration date. Should you have any certification renewal questions, SBEC can assist you.
- 12) All professional Bilingual Stipend recipients are required to earn 24 hours of professional development in the area of bilingual education, beyond the 30 hours required by Klein ISD. These professional development hours are tied to \$1,000.00 of the \$4,500.00 bilingual stipend. **Teachers hired by September 30, 2017 must complete the 24 hours by February 1, 2018. Teachers hired after September 30, 2017 will received a prorated stipend based on the number of days worked for the 2017-18 school year.**

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- 13) All professional Bilingual Stipend recipients are required to successfully complete an oral and written language proficiency assessment before the bilingual stipend is approved.
- 14) All teachers will meet the certification and sheltered instruction requirements, for their position, by April 1st of their first year of employment (see HR representative for details).
- 15) All teachers will abide by the above guidelines. Failure to comply may result in termination of my employment.

******ALL REQUIREMENTS ON THIS DOCUMENT HAVE BEEN AGREED UPON IN YOUR LETTER OF INTENT.***