



School District U-46
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Tony Sanders, Chief Executive Officer

U-46.org

Date: March 13, 2015
To: Elementary & Middle School Administrators
Cc: Cabinet
Directors and Coordinators
From: Melanie Meidel
Human Resources
Re: Staffing: Gifted Staffing & Dual Language Staffing Protocols/Licensure

Administrators,

This memo is a follow-up to clarify the staffing protocols and procedures for the Gifted and Dual Language programs. The following guidelines must be followed when determining the placement of staff into any of the positions for the Gifted and Dual Language programs.

Contact HR directly if you have any questions about a teacher's licensure or qualifications to be eligible for a position.

Elementary Gifted programs:

Present teachers in a Gifted position:

- Must have completed the "Gifted Seminar" for the gifted program
- Needs to be enrolled or acquiring their ESL endorsement by the end of the *2015-2016 school year.

Present teachers not in a Gifted position but would be interested into moving to a gifted position:

- Must be available to participate and complete the "Gifted Seminar" prior to the start of the school year.
- Needs to be enrolled or will be acquiring their ESL endorsement by the end of the *2015-2016 school year.

**The mandate that teachers must complete their ESL endorsement to support the Gifted program was in part a piece of the legal settlement with the lawsuit. Present employees were given a two year window to complete this mandate and the dates stated in the legal documents were "the end of the 2015-2016 school year".*

New hire teachers to the District for the Elementary Gifted classroom:

- Must be available to participate and complete the "Gifted Seminar" prior to the start of the school year.
- Must have their ESL endorsement completed. *If it has not been uploaded to the ELIS system, evidence of completion must be supplied by the new teacher with an unofficial transcript or statement on letter head from the accredited College or University verifying completed coursework.*

Dual Language Programs:

General Education Teachers with an ESL endorsement remain on the General Education list. *They are delivering a DUAL Language model and are supported by the ELL Department, however they are General Education teachers with an ESL endorsement. If a general education teacher has an additional licensure, with the present SB7 structure they are included on that statutory listing as well.*

Bilingual Education Teachers remain on the Bilingual/ELL list. *If a bilingual teacher has an additional licensure, with the present SB7 structure they are included on that statutory listing as well.*

Please refer to the attached diagrams to assist you with determining the licensure requirement for a Dual Language and "TEAM teaching" model program.