



**WINDHAM SCHOOL  
DISTRICT**

**NUMBER: WBP-07.57 (rev. 1)**  
**DATE: June 24, 2022**  
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**SUPERSEDES: WBP-07.57  
August 25, 2017**

## **WINDHAM BOARD POLICY**

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**SUBJECT: DISTRICT TEACHING PERMIT – CAREER AND TECHNICAL EDUCATION**

**AUTHORITY: Tex. Educ. Code §§ 19.004, 21.055 (d-1)**

**APPLICABILITY: Windham School District (WSD)**

### **EMPLOYMENT AT-WILL CLAUSE:**

This policy does not constitute an employment contract or guarantee of continued employment and does not create a legally enforceable interest or limit the superintendent's authority to implement personnel policies. The WSD reserves the right to revise this policy at any time.

### **POLICY:**

The Windham School District Board of Trustees (Board) authorizes the issuance of district teaching permits to qualified persons who will teach courses only in career and technical education (CTE), as described in section 21.055, Texas Education Code.

### **PROCEDURES:**

#### **I. District Teaching Permit Requirements**

##### **A. Qualifications**

Qualifications for a district teaching permit must include demonstrated subject matter expertise in the subject matter to be taught, such as:

1. Professional work experience;
2. Formal training and education;
3. Holding an active professional relevant industry license, certification, or registration; or

4. Any combination of these qualifications.

B. Training

1. A new employee must obtain at least 20 hours of classroom management training.
2. The employee must comply with continuing education requirements applicable to the position held.

II. Permit Issuance and Duration

- A. Upon receipt and review of documentation establishing a person's qualifications and completion of required training, the superintendent will issue the person a district teaching permit.
- B. A district teaching permit remains valid unless the district revokes it for cause. A district teaching permit issued by WSD is not valid at another school district.

III. Notifications

- A. The superintendent will submit to the Board the person's name and certify that the person meets the qualifications and other requirements to teach under a district teaching certificate.
- B. Promptly after employing a person who qualifies for a district teaching permit, the superintendent will send to the commissioner of the Texas Education Agency a written statement identifying the person, the course the person will teach, and the person's qualifications to teach the course.



Patrick L. O'Daniel, Chairman  
Windham School District Board of Trustees