

**WINDHAM SCHOOL
DISTRICT**

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PAGE: 1 of 3
**SUPERSEDES: WBP-07.57
June 24, 2022**

WINDHAM BOARD POLICY

SUBJECT: DISTRICT TEACHING PERMIT

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, as described in section 21.055, Texas Education Code.

PROCEDURES:

I. District Teaching Permit – Academic Courses

A. Requirements

1. Qualifications

To be eligible for a district teaching permit to teach academic courses, a person must hold a baccalaureate degree.

2. Notification to the Commissioner of Education

Promptly after employing a person to teach an academic course under a district teaching permit, WSD must send a written statement to the Commissioner of Education (commissioner) identifying the person, the person's qualifications as a teacher, and the subject or class the person will

teach. The person may teach the subject or class pending action by the commissioner.

B. Permit Issuance and Duration

1. No later than the 30th day after the date the commissioner receives the statement under section I.A.2., the commissioner may inform WSD in writing that the commissioner finds the person is not qualified to teach. The person may not teach if the commissioner finds the person is not qualified. If the commissioner fails to act within the time prescribed by this subsection, WSD may issue to the person a school district teaching permit and the person may teach the subject or class identified in the statement.
2. Upon issuance, a district teaching permit remains valid unless the district revokes it for cause.
3. A district teaching permit issued by WSD is not valid at another school district.

II. District Teaching Permit – Career and Technical Education Courses

A. Requirements

1. Qualifications

Qualifications for a district teaching permit to teach career and technical education courses include demonstrated subject matter expertise in the subject matter to be taught, such as:

- a. Professional work experience;
- b. Formal training and education;
- c. Holding an active professional relevant industry license, certification, or registration; or
- d. Any combination of these qualifications.

2. Training


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

B. Permit Issuance and Duration

1. 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.
2. A district teaching permit remains valid unless the district revokes it for cause.
3. A district teaching permit issued by WSD is not valid at another school district.

C. Notifications

1. The superintendent will submit to the board the person's name and certify that the person meets the qualifications and other requirements to teach a career and technical education course under a district teaching certificate.
2. Promptly after employing a person who qualifies for a district teaching permit, the superintendent will send to the commissioner 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