



## Superintendent's Circular

School Year 2011-2012

NUMBER:  
HRS-HS-7.1

DATE:  
December 12, 2011

### QUALIFICATIONS FOR ADDITIONAL PROGRAM AREAS 2011-2012

The focus of this newly created Superintendent Circular; HRS-HS-7.1 Qualifications for Additional Program Areas is to expedite the process of identifying **non-primary** subject area(s) in which a teacher currently holds a license(s) in the subject area. Qualifications for Additional Program Areas are for permanent teachers only.

#### III. Qualifications for Additional Program Areas

In order to be deemed qualified in program areas other than the "primary" subject area in which a teacher is currently teaching, **a teacher must hold license in the subject area.** The Massachusetts State license cannot be more than five (5) years old. Documentation of the license must be provided from the Massachusetts Department of Education stating the date the license was granted in the area being claimed under this provision. Re-licensure does not meet this criterion.

In addition to holding a valid license in the subject area, the employee must satisfy either criteria (a) **or** (b) or (c):

- a. Fifteen (15) course credits, graduate or undergraduate, approved as relevant to the program area qualification. All coursework must have been completed within the past five (5) years. Original transcripts are required if claiming an area under this provision. When submitting transcripts please indicate the Fifteen (15) course credits relevant to the program area qualification. If transcripts are not attached the application can be denied.
- b. Two (2) years of teaching experience within Boston Public Schools in the subject area in the last ten (10) years. A creditable year is one in which at least 50% of the weekly schedule is in the subject area. A letter from the Headmaster or Principal, stating that you taught at least 50% of the weekly schedule in that area and designation of the specific year(s) will be required in the area you are claiming under this provision. If a letter is not attached the application can be denied.
- c. A mean score on the National Teachers Examination, not more than ten (10) years old.

Permanent teachers wishing to apply for additional program areas must complete "Attachment 1" and forward it with the necessary documentation to the Office of Human Resources. **All applications must be received by January 15, 2012.**

For more information about this circular, contact:

<b>Name:</b>	Tomeka Cribb-Jones
<b>Department:</b>	Office of Human Resources
<b>Mailing Address:</b>	26 Court St., Boston, MA 02108 3 <sup>rd</sup> Floor
<b>Phone:</b>	617-635-6582
<b>Fax:</b>	617-635-9672
<b>E-mail:</b>	<a href="mailto:tcribb@boston.k12.ma.us">tcribb@boston.k12.ma.us</a>

Superintendent Dr. Carol Johnson

**ATTACHMENT 1**

**APPLICATION FOR ADDITIONAL PROGRAM AREA(S)**  
**BOSTON PUBLIC SCHOOLS**

---

(Last Name)                      (First Name)                      (Initial)                      (Employee I.D. #)

CURRENT ASSIGNMENT:

---

(Primary Program Area)                      (School)

Under Article IVC17 of the Contract between the Boston School Committee and the Boston Teachers Union, I am making application to be deemed qualified in the following additional program area(s) (as listed in Appendix A of the Contract):

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

I have attached the necessary documentation as required by Superintendent's Circular HRS-HS-7.1, to support each program area for which I am making a claim.

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)

This application, along with all necessary documentation, must be filed with the Office of Human Resources no later than January 15, 2012.

Please mail or fax the completed application with all necessary documents to:

Rose Santos  
26 Court Street, 3<sup>rd</sup> Floor  
Boston, MA 02108  
Fax: 617-635-9672  
Phone: 617-635-9647  
Email: [rsantos@boston.k12.ma.us](mailto:rsantos@boston.k12.ma.us)