

RESOURCES

STAFF

Additional Conditions of Employment: All School Term Professional Staff

- Participation, at the employee's personal expense, in a staff-development activity during the summer months preceding the start of the school term may be credited, upon submission of appropriate documentation, toward the staff-development activity required of the employee's position for the succeeding school term.
 - Staff who are itinerant personnel serving more than one school are to follow the provisions of the section for itinerant personnel in the Administration and Instruction Guidebook on maintaining their work schedule at schools other than their domicile school.
- Guidelines for each position**
- If you are a teacher holding a provisional certificate in Severely Developmentally Disabled (SDD), participate in required professional-development activities and qualify for the Initial Professional Classification (IPC) teaching certification.
 - If you are a teacher without certification in SDD but have current certification in another area of special education, complete a three-year individualized professional-development plan that is designed to provide knowledge and skills in methodologies to teach students with severe disabilities. This might include remaining coursework required for SDD certification, the Effective Instructional Design training and/or other approved activities.
 - If you are a teacher with an IPC in SDD or another area of special education, participate in required professional-development activities and qualify for the Career Continuous Professional Classification (CCPC) upon expiration of your current IPC. If requirements cannot be met, an IPC extension may be granted by Educator Certification upon the employee's written request to the Department of Elementary and Secondary Education.
 - If you are a teacher with a CCPC in SDD, participate in required annual professional-development activities.
 - If you are a speech therapist, apply to be an approved Medicaid provider. Cooperate fully with all requirements of your position in order to enable Missouri Schools for the Severely Disabled (MSSD) to be reimbursed for approved services.
 - If you are a nurse, complete required training during this employment period to obtain/maintain certification as an instructor for CPR certification at the level determined by the American Heart Association and/or the American Red Cross as Basic Life Support for Health Care Providers. Provide scheduled trainings in CPR for staff at assigned schools.
 - If you are a teacher with a Temporary Authorization Certificate (TAC), participate in professional-development activities that are required to qualify for full certification in an area of special education, provisional certification in SDD or renewal of the TAC.
 - If you are a teacher with a provisional certificate in an area of special education other than SDD, participate in professional-development activities that are required to qualify for full certification in an area of special education or provisional certification in SDD.
 - If you are a first-year teacher or building administrator with MSSD, complete the employee professional-development plan prior to the end of this employment period.
 - If you are a building administrator employed after July 1, 1993, and do not hold principal or special education administration certification, you must complete the necessary coursework to attain either certification within five years of your initial employment; and you must maintain such certification throughout your employment.
 - If you are a building administrator of a building with three or more classrooms, were employed prior to July 1, 2000, and you do not hold current certification as a principal

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or special education administrator, you must complete the necessary coursework to attain either certification within five years of your initial employment; and you must maintain such certification throughout your employment.

- If you are a teacher in charge of a one- or two-classroom building and have deficiencies in the three administrative courses required of your position (school law, school supervision, and elementary or secondary school administration), complete a minimum of one of the remaining courses during this school year (and have all three courses completed within three school years).
- If you are a building administrator, be present at your school for all

regularly scheduled days and hours during this school term to conduct/complete your assigned duties. In addition, be present at your school for the number of days that precede the regular school term for preparation, as well as those specified after the end of classes to complete end-of-year reporting and closing procedures.

- If you are a school supervisor, be present at your school for all regularly scheduled days and hours during this school term to conduct/complete your assigned duties. In addition, be present at your school for the number of days that precede the regular school term for preparation, as well as those specified after the end of classes to complete end-of-year reporting and closing procedures.

Work hours

- **Building administrator:** 8:00 a.m. to 4:30 p.m. with a 30-minute unpaid on-site lunch break.
- **School supervisor:** 8:00 a.m. to 4:30 p.m. with a 30-minute unpaid on-site lunch break.
- **Teacher in charge:** 8:00 a.m. to 4:00 p.m. with a 30-minute paid on-site lunch break.
- **Teachers, physical educators, speech therapists and nurses:** 8:15 a.m. to 3:15 p.m. with a 30-minute paid on-site lunch break (to be scheduled by the building administrator).
- **Student attendance hours:** 9:00 a.m. to 3:00 p.m.



MISSOURI DEPARTMENT OF ELEMENTARY AND SECONDARY EDUCATION
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The Department of Elementary and Secondary Education does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities. Inquiries related to Department programs and to the location of services, activities, and facilities that are accessible by persons with disabilities may be directed to the Jefferson State Office Building, Civil Rights Compliance (Title VI/Title IX/504/ADA/Age Act), 5th Floor, 205 Jefferson Street, Jefferson City, MO 65102-0480; telephone number 573-526-4757 or Relay Missouri 800-735-2966. Information concerning other available resources, programs, etc., is not to be construed as an endorsement by Missouri Schools for the Severely Disabled for any specific product, organization or philosophy.