

MARSHALL COUNTY SCHOOL SYSTEM

Administrative Procedures

5.12

Effective Date: *November 9, 2015*

Revised Date:

Section: *Personnel*

Subject: *Job-Embedded Practitioner License*

Related Policy:

I. DEFINITIONS

In order to qualify for a Job Embedded Practitioner Teaching License an applicant must:

- **Demonstrate knowledge of the content area (subject) for which they are applying to teach.** They may do so in one of three ways: 1) Transcript verification of a degree in the subject area, 2) Transcript verification of 24 hours of coursework in the subject or 3) Submission of passing scores on PRAXIS II content area exam(s) (www.ets.org/praxis) for the subject.
- **Secure a letter of Intent to Hire from Marshall County Schools via the application and interview process.** This will be provided to the applicant upon recommendation of the principal or immediate supervisor and approval of the Director of Schools.
- **Either be admitted or in the process of applying to a university with an Education Preparation Program (EPP) agreement in place with Marshall County Schools.** A list of these universities can be provided to the applicant by the Department of Human Resources.

II. PROCEDURES

Process for securing and maintaining a **Job Embedded Practitioner License** is as follows:

1. **Initial Application** (first year teaching): The applicant must complete a **Request for Transcript Analysis for Job-Embedded Practitioner License** form from a university that has an approved EPP. Upon documentation of the qualifying conditions under Definitions, a Program of Study detailing the Professional Education coursework to be completed will be sent to the applicant, school system, and a university advisor. *The university makes the application to the state for the initial license.* Coursework is often at the graduate level and, in most cases; these courses are a subset of a Master's degree program in which the applicant may elect to enroll. Although the first issuance of the Practitioner license is valid for a 3 year period, candidates must meet annual benchmarks set by the EPP for continuation of the license.

2. **Annual Job-Embedded Practitioner benchmarks include:**

- Completion of a minimum of 6 hours of coursework from the Program of Study each year enrolled until all coursework is completed. By no later than the end of the first semester, the applicant must

meet the criteria to be officially admitted to Teacher Education Program at the perspective EPP they have enrolled.

- Passing PRAXIS II Content Area and Principles of Learning and Teaching (PLT) exams (www.ets.org/praxis) *within the 3 year period* of first issuance of the Job-Embedded Practitioner license.
- Annual documentation of positive evaluations by the employing school district.
- Most EPPs prefer that employment with the system that issued the Intent to Hire letter be maintained throughout the 3 year validity period for the initial license. However, no guarantee of continued employment is made by Marshall County Schools when the initial Intent to Hire letter is issued.

III. ATTACHMENTS

Signature on File

Jacob Sorrells, Director of Schools