CERTIFIED INSTRUCTORS

I. Definition: Certified Instructor (or Teacher) means a person who holds a teaching certificate or license, who is employed as an instructor, librarian, school nurse, entry-year teacher, or in any other instructional position for which a teaching license or certificate is required by the Oklahoma Department of Career and Technology Education or the Oklahoma State Department of Education, and who does not exercise supervisory authority with respect to other certified instructors of the District. For the purpose of this policy, instructors for adult only programs are not ‘certified instructors’.

II. Dismissal, Non-reemployment, or Suspension: Certified instructors may be dismissed, non-reemployed, or suspended according to applicable law.

III. Temporary Instructors: Certified instructors may be employed on a temporary basis in certain circumstances and pursuant to a Temporary Instructor Contract. Temporary Instructor Contracts are not subject to the continuing contract law and shall be effective only for the specified term, which shall not exceed the end of the school year in which the contract begins. Temporary Instructor Contracts may be utilized for certified instructors who are employed:

A. in positions which are fully funded by federal or private categorical grants;
B. for a period of time during the absence of an instructor on District-approved leave;
C. to fill a new position created because of increased enrollment after the commencement of school;
D. to fill a vacancy which occurs after July 1; or
E. to fill a need of the District which does not require a full-time, permanent position.

IV. Reduction in Force – Certified Instructors: Should it become necessary to reduce the number of employees due to situations determined by the Board to constitute a need for a reduction-in-force, certified instructors may be reduced in force according to applicable law according to the following procedures:

A. The first step of the reduction-in-force procedure is to determine if the need exists.
B. The second step of the reduction-in-force procedure is to determine which Programs and/or positions will be decreased, eliminated or consolidated.
C. The third step is to determine which personnel will be reduced in force as a result of the determination set forth in Paragraph B above. The Board will attempt to reduce the staff first by normal attrition. In the event that further reductions are necessary, the Board will use the following criteria.

Adopted: 7-1-98
Revised: 8-17-07
3-29-10
2-14-14
to determine reductions in force.

V. **The reduction will be determined by the following criteria:**

A. The primary basis used in determining the retention or reassignment of affected teachers and administrators when a school district implements a reduction-in-force plan shall be the ratings of the teachers, and administrators as measured by the board approved evaluation instrument.

B. Teachers without a provisional or standard certificate.

C. Probationary teachers with:
   1. Provisional I Certificate
   2. Provisional II Certificate
   3. Standard Certificate

D. Career Teacher
   1. Provisional I Certificate
   2. Provisional II Certificate
   3. Standard Certificate

VI. **If more than one teacher is selected from the criteria above, then the following order will be used to determine which instructor(s) shall be retained:**

A. Certification in retained positions.

B. Years of full-time, uninterrupted, continuous teaching experience in the school district.

C. Academic degree status: A teacher with a doctoral degree will be retained over a teacher with a master or a bachelor’s degree; a teacher with masters will be retained over a teacher with a bachelor’s degree: bachelor's over an associate; and associate over non-degreed.

D. Recommendation of the Superintendent.

VII. **Recommendations for a reduction-in-force may be questioned by an affected employee in the form of a due process. The procedures for the due process are as follows:**

A. When the Superintendent determines that a reduction in force of instructor positions shall occur, the Superintendent shall submit a recommendation to the Board. Prior to the first Monday in June, the Board shall receive the recommendation, set a hearing date and direct the Superintendent to notify any affected instructor of their right to due process.

B. The Superintendent, prior to the first Monday in June, shall cause a copy of said recommendation to be mailed to any affected instructor by certified mail and restricted delivery, return receipt requested or by substitute process as provided by law along with notice of a right to a hearing before the Board and the date, time, and place set by the Board for the hearing within the school district not
sooner than twenty (20) days or later than sixty (60) days after the instructor’s receipt of the notice. The hearing shall be conducted by the Board according to procedures set by the Board.

C. After the hearing, the Board shall vote whether to renew or not renew the employee and shall notify the employee of its decision by certified mail, restricted delivery return receipt requested.