

### **CERTIFICATION -- CERTIFIED STAFF**

The certification of teachers and other personnel in the public schools of New Jersey is a protective measure for the children, the community, and the staff members themselves. All personnel hired shall have proper certification as required by the State Board of Education.

Validity of certification must be verified with the county office.

The Superintendent must receive valid evidence of proper certification or qualifications to pursue the alternative route to certification before presenting a candidate to the Board.

#### **Reporting of Arrests, Charges and Indictments**

All certificated staff members who are charged, arrested or indicted for a crime or offense must submit a report to the Superintendent of the charge, arrest or indictment, including (but not limited to) disorderly persons offenses and drunk driving arrests. This reporting requirement pertains to both in-state and out-of-state offenses and crimes. Pursuant to statute and code, the employee will make the report within fourteen (14) days. The staff member shall also report the disposition of any charges within seven (7) days of the disposition.

Failure to comply with these reporting requirements may be deemed "just cause" to revoke or suspend the certificate(s) of any certificate holder pursuant to code.

The Superintendent will make these requirements known to all new employees and to all employees on an annual basis.

#### **District Reporting Requirements**

Pursuant to code, the Superintendent shall notify the New Jersey Board of Examiners when:

- A. Tenured teaching staff members or non-tenured teaching staff members who are accused of criminal offenses or unbecoming conduct resign or retire from their positions;
- B. A certificate holder fails to maintain any license, certificate or authorization pursuant to code that is mandated in order for the holder to serve in a position; or
- C. He/she becomes aware that a certificate holder has been convicted of a crime while in the district's employ;
- D. The Superintendent has received a report from the Division of Child Protection and Permanence (DCP&P) substantiating allegations of abuse or neglect or establishing "concerns" regarding a certificated teaching staff member.

In the event the New Jersey State Board of Examiners issues an order to show cause based on the information that the school district provided about the certificate holder, it shall be the responsibility of the school district to cooperate with the Board of Examiners in any proceeding arising from the order to show cause.

#### **Provisionally Certified Teachers**

The Board of Education encourages the employment of provisionally certified teachers for service in their first and second years of employment. The Building Principal or other appropriately certified administrator shall observe and evaluate all provisionally certified teachers in the first year of employment in conformance with the schedule described in the administrative code.

**CERTIFICATION – CERTIFIED STAFF (continued)****Mentoring Novice Teachers**

In order to enhance student achievement of the Common Core Curriculum Content Standards by enhancing the skills of inexperienced teachers, identifying exemplary teaching skills and practices necessary for excellent teaching and assist novice teachers in adjusting to the challenges of teaching, the Board shall ensure the development of a mentoring plan for all novice teachers employed in the District, and an individual professional development plan (PDP) within 60 days of the Board's approval of the teacher's employment contract.

The plan shall provide each novice teacher with in-person contact with a mentor teacher who shall provide confidential support and guidance to the novice teacher. The plan shall be developed by the local Professional Development Committee, approved by the Board, and aligned with the professional standards for teachers and Achieve NJ as set forth in administrative code and included in the state monitoring report. The Board reserves the right to deny any plan that:

- A. Fails to advance District goals and objectives;
- B. Is not conducive to student achievement of the Common Core Curriculum Content Standards,
- C. Contravenes current negotiated agreements, other Board policies, student safety and well-being, continuity of the instructional program or budgetary constraints.

Included in the plan shall be criteria for selection and training of mentor teachers. Implementation of the District mentor plan shall be in compliance with the administrative code and included in the state monitoring report.

The Board shall annually submit a report with required data to the State Department of Education on the effectiveness of the local mentoring plan. State funds appropriated for the novice teacher mentoring program shall be applied in accordance with law and code.

**Special Education**

All personnel serving students with disabilities shall be appropriately certified and licensed, where a license is required.

**Legal References:** N.J.S.A. 18A:6-38

Powers and duties of the Board; issuance and revocation of certificate; rules and regulations

N.J.S.A. 18A:6-39

Issuance of certificates to non-citizens

N.J.S.A. 18A:6-76.1

Deadlines for notification to students of requirements of provisional certificate and induction program; submission of induction program plan to school Districts and Department of Education; coordination of mentor training program

N.J.S.A. 18A:26-1, -2, -8.1, -9

Citizenship of teachers, etc.

N.J.S.A. 18A:26-2.1 et al.

Supervisory certificate required for appointment as director of athletics ...

N.J.S.A. 18A:27-2

Employment without certificate prohibited

N.J.S.A. 18A:29-1

Uncertified teacher denied salary

N.J.S.A. 18A:40A-4

Preservice training of future teachers; teaching certificate requirements

N.J.A.C. 6A:9-1.1 et seq.

Professional Licensure and Standards

See particularly:

N.J.A.C. 6A:9-3.3, 6A:9-8.4

N.J.A.C. 6A:14-1.1 et seq. Special Education

**CERTIFICATION – CERTIFIED STAFF (continued)****Legal Reference: (continued)**

N.J.A.C. 6:30-2.1(a)8 Purpose and program descriptions (Adult education programs)  
N.J.A.C. 6A:24-3.3 Early childhood education programs  
N.J.A.C. 6A:30-1.1 et seq. Evaluation of the Performance of School Districts

Old Bridge Education Association v. Old Bridge Township Bd. of Ed., 1986 S.L.D. 1917

**Cross References:** \*2131 Superintendent  
 4010 Goals and objectives  
 \*4111 Recruitment, selection and hiring  
 6130 Organizational plan  
 \*6141 Curriculum design/development  
 \*6142.1 Family life education  
 \*6156 Instructional planning/scheduling  
 \*6163.1 Media center/library  
 \*6164.2 Guidance services  
 \*6171.4 Special education  
 \*6200 Adult/community education

\*Indicates policy is included in the Critical Policy Reference Manual.

**Key Words**

Certificates, Certification, Arrests, Charges and Indictments

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