
Note: This local policy has been revised in accordance with the District's [innovation plan](#).¹

Updating Credentials All employees who have earned certificates, endorsements, or degrees of higher rank since the previous school year shall file with the District:

1. An official college transcript showing the highest degree earned and date conferred.
2. Proof of the certificate or endorsement.

Contract Personnel The Superintendent or designee shall ensure that contract personnel possess valid credentials before issuing contracts.

State Teacher Certification In accordance with the District's innovation plan, the District is exempt from the state law that generally requires school districts to hire teachers who are certified by the State Board for Educator Certification (SBEC). A principal may submit to the director of human resources a request to allow a certified teacher to teach a subject and/or grade level out of the teacher's field. The request shall specify the reason for the request and document the individual's credentials.

An individual with experience in career and technical education (CTE) may be eligible to teach a vocational skill or course. An individual with a teaching certificate from another state may be eligible to teach a core class/subject or a CTE course. A principal may submit a request to the director of human resources for local certification in these instances. The request shall specify the reason for the request and document the individual's credentials. The Superintendent shall have the authority to approve these requests. Teachers involved in bilingual or special education programs may be exempt from certification, except to the extent certification is required by state or federal funding under which they may be working. [See DK]

Social Security Number The District shall not use an employee's Social Security number as an employee identifier, except for tax purposes [see DC]. In accordance with law, the District shall keep an employee's Social Security number confidential.

¹ Innovation Plan:
<http://www.txkisd.net/pdf/slider/Working%20District%20of%20Innovation%20Plan.pdf>