



Mr. Marcus Robinson, Superintendent of Schools • 3855 Lucas & Hunt Rd. • St. Louis, MO 63121 • www.normandysc.org

Equalizing educational access and excellence takes more than any village; a quality education takes a specific village of diverse members who are uniquely gifted in a myriad of fields. At Normandy Schools Collaborative, we aim to create a village of individuals who deeply desire to be a part of the mission to close America's achievement gap in urban schools.

Purpose

As a means to closing the gap, Normandy Schools Collaborative (NSC) offers a Teaching Fellows Program to assist staff, with a passion to teach, to become certified educators. NSC wishes to help ensure that all employees have an opportunity to further enhance their teaching and professional skills through certification and support.

To support Normandy Teaching Fellows (NTF) participants, NSC will assign Teacher Coaches through Curriculum and Instruction to assist new educators for a period of two years.

Pursuit

American Board for Certification of Teacher Excellence (ABCTE) offers an on-line, self-paced certification program. You can become a certified teacher on your own schedule within twelve (12) months.

Employees wishing to obtain certification through ABCTE must meet the following criteria:

- Long-term NSC Substitute Teacher
- Bachelor's Degree (Accredited College/University)
- GPA 2.75 or higher
- Obtain Sub Cert from DESE (www.dese.mo.gov)

ABCTE (www.americanboard.org) offers certification in the following content areas:

- Biology (9-12)
- Chemistry (9-12)
- Elementary Ed (1-6)
- English (5-9) (9-12)
- Science (5-9)
- Social Science (5-9) (9-12)
- Math (5-9) (9-12)
- Physics (9-12)

Participants will complete the ABCTE program by passing the required pedagogy and subject area exams.

NSC will support Certification through the Tuition Assistance Program. The amount of assistance is based on the ABCTE program pricing at the time of enrollment. To receive Tuition Assistance the following procedures must be followed:

1. Application for NTF and tuition assistance must be completed and submitted with proof of enrollment.
2. All applications will be reviewed and approved by the Director of Human Resources or designee. A copy of the approved application will be returned to the employee for later use.
3. When the certification program is complete, the following documents must be submitted to Human Resources Generalist.
 - a. Official completion documentation from ABCTE

After completion of the certification program, a two (2) year commitment to NSC is required.

NOTE: You must commit to remain with NSC for at least 2 years after you receive your certification. If employment with NSC is terminated for any reason prior the end of your two-year commitment, all tuition assistance received must be reimbursed to NSC.

Allocation

Costs related to the pursuit of National Board Certification through ABCTE will be covered through NSC tuition assistance program.

A maximum of twenty-five participants will be approved for the program per school year. NSC and JEGB reserves the right to revise the program and designate the amount available for tuition assistance.

**Normandy Teaching Fellows
APPLICATION FOR APPROVAL**

Assistance will be based only on the tuition amount determined by ABCTE.

EMPLOYEE'S NAME

PROGRAM DATE OF APPLICATION

TUITION AMOUNT REQUESTED

DATES COURSE BEGINS & ENDS

COURSE CONTENT & GRADE LEVEL(S)

I acknowledge that my receiving assistance is conditioned upon continued service with the Collaborative for a period of two (2) years from the time I completed my certification. I hereby agree to reimburse the payment and authorize the Collaborative to withhold such amount from my final paycheck if my employment with the collaborative is terminated for any reason within the time the Collaborative pays tuition assistance and the two (2) year period after certification.

EMPLOYEE'S SIGNATURE

DATE

APPROVAL OF APPLICATION & ASSISTANCE

PRINCIPAL

SCHOOL

DATE

DIRECTOR OF HUMAN RESOURCES

DATE

AMOUNT

(Original Filed in Human Resources — Copy to Employee)

RECORD OF PAYMENT

DATE OF PAYMENT

CHECK NUMBER

AMOUNT

ACCOUNTING COORDINATOR

(Original to Human Resources — Copy Filed in Finance)