

Purpose:

The Nederland Independent School District provides information and support to instructional aides wanting to become certified teachers and encourage the hiring of educational aides showing a desire to become certified teachers.

Local Plan Components:

- Oversight for the program will reside with the District's Personnel Department. Campus level administrators and other District departments will provide additional assistance and support as necessary.
- The District provides support for employees who enroll in teacher certification courses in the following areas:
 - Release time (with campus principal approval) to attend one class each semester (fall and spring.) (*Must use appropriate leave*)
 - Use of District facilities and equipment where appropriate. (e.g. library, distance learning lab, etc.)
 - Professional and technical support from administration and staff.
 - Opportunity to participate in appropriate professional staff development.
- Any District employee who has worked as an educational aide for at least one year out of the previous five years may apply and receive District assistance. Employees will be required to have an appropriate degree plan on file with their campus principal.

Part I Current Eligible Employees: The Nederland Independent School District makes information available to all current staff who may be eligible for this program. In addition, the District will provide assistance in the application process and will support employees who want to pursue certification.

Tuition Exemption: Any school employee who has worked as an educational aide for at least one year out of the previous five years and meets the financial criteria may apply for tuition exemption. The tuition exemption program is administered by the Division of Student Services at the Texas Higher Education Coordinating Board and may be contacted at 800-242-3062 ext. 6387.

- Information about the "Educational Aide Exemption Program" will be distributed to all eligible employees.
- For additional information about the State Tuition Exemption Program, you may visit the website at: <http://www.collegefortexans.com/paying/edaide.cfm> and click on "Educational Aide Tuition Exemption Program."

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Part II Applicants for Educational Aide positions: The Nederland Independent School District will ensure that all educational aide applicants know that continuing educational assistance toward teacher certification is available and have the opportunity to indicate whether they have an interest in pursuing teacher certification.

The District will make information and the assistance provided by the District part of the recruiting and application process by:

- Additional of informational statement on job postings and applications.
- Including an information sheet with applications
- Information and link on the District's web site
- Inquiring about the applicant's interest during the interview process.