

Hillsboro ISD District Plan for Supporting Non-Certified Teachers

Purpose

Hillsboro ISD is committed to ensuring that all teachers meet state certification requirements while receiving meaningful support throughout the process. This plan outlines the district's structures, monitoring systems, and support strategies to help non-certified teachers complete required coursework and pass certification exams, while maintaining high-quality instruction for students.

Goals

- Ensure all non-certified teachers complete required coursework within established timelines.
- Support non-certified teachers in preparing for and passing certification exams.
- Maintain clear communication and accountability between the district, campus administrators, and teachers.
- Increase certification completion and pass rates.

Identification and Tracking

- Hillsboro ISD maintains a centralized Google Sheet to track all non-certified teachers.
- The tracker includes:
 - Teacher name and campus
 - Certification area(s)
 - Alternative certification program/coursework requirements
 - Testing requirements and deadlines
 - Individualized timelines and progress notes
- The tracker is updated regularly and reviewed by district leadership.
- Hillsboro ISD respects educator choice in professional development; therefore, teachers select the EPP that best fits their needs. The district currently partners with and monitors the progress of teachers enrolled in programs, including but not limited to: Texas Teachers, iTeach, and Teachers of Tomorrow.

Cohort Support Model

- Hillsboro ISD has established a Non-Certified Teacher Cohort.
- The cohort meets at key points during the school year:
 - Beginning of Year: Orientation, expectations, timelines, and available resources
 - Middle of Year: Progress check, test preparation support, and problem-solving
 - End of Year: Final deadlines, testing strategies, and next steps
- Cohort meetings provide:
 - Certification program guidance
 - Test preparation resources
 - Test-taking strategies
 - Question-and-answer sessions
 - Peer support and shared experiences
- While candidates select their own EPP, the district maintains active communication with these programs to verify enrollment and track coursework milestones as part of the formal transition plan.

Individualized Support and Accountability

- Each non-certified teacher is assigned individualized deadlines based on certification requirements and employment status.
- District staff:
 - Monitor coursework completion and test registration
 - Conduct regular check-ins to review progress
 - Provide reminders and targeted support when benchmarks are not met
- One-on-one support is offered as needed, including:
 - Personalized planning
 - Assistance with test registration and preparation
 - Guidance on coursework completion

Communication with Campus Administrators

- Campus administrators are kept informed of:
 - Individual teacher progress
 - Upcoming deadlines
 - Outstanding requirements
 - Areas where additional campus-level support may be needed
- Ongoing communication ensures shared accountability and alignment between district and campus leadership.

Resources and Test Preparation

- Hillsboro ISD provides access to:
 - Test preparation materials
 - Study guides and practice exams
 - Test-taking strategies and planning tools
- Resources are shared during cohort meetings and through direct communication.

Monitoring and Intervention

- Progress is reviewed at regular intervals using the tracking system.
- If a teacher is not meeting deadlines:
 - Additional check-ins are scheduled
 - Supports are intensified
 - Campus administrators are notified to collaborate on next steps
- Intervention plans may include adjusted timelines or increased one-on-one support, as appropriate.

Evaluation of Effectiveness

- The district will review:
 - Certification completion rates
 - Exam pass rates
 - Feedback from non-certified teachers and campus administrators
- Data will be used to refine supports, timelines, and resources for future years.

Commitment to Success

Hillsboro ISD believes that clear expectations, consistent monitoring, and intentional support create the conditions for non-certified teachers to succeed. This plan reflects the district's commitment to developing certified, effective educators while maintaining high standards and accountability.