Cache County School District

Policy Series 5000: Personnel

Policy No. 5825 P1

Procedures: SHINE (Salary Supplement for Highly Needed Educators)

Definitions

Active Professional Endorsement – Specialty field or area earned through completing required coursework or demonstrated competencies established by the Utah State Board of Education (USBE). The endorsement shall be listed on the professional educator license, indicating the specific qualification(s) of the holder. Teachers must have an active endorsement in the high-need area for which they are applying.

Appeal – An educator may appeal for a review of employment/assignment history, correction, or degree equivalency.

Assignment – Course code listed in CACTUS based on the contracted schedule in PowerSchool.

Benefit – The funding percentage (or Tax Amount) provided to the LEA to cover the additional taxable bonus amounts that include Social Security, Retirement/401(k), Workers' Compensation, and Medicare. The "Benefit Amount" is reported on the payroll under the "employer-paid benefits" section. The percentage is calculated on the approved URS rates. This portion is not paid directly to the educator but allocated to the appropriate benefit accounts.

CACTUS – Comprehensive Administration of Credentials for Teachers in Utah Schools. Database that tracks all teaching licensure information, including USBE background checks, assignments, license areas, endorsements, degrees, and certifications.

Eligible Teacher - A teacher with an assignment posted in CACTUS to teach in a subject area recognized by the Board as an area of high need.

Full-time Equivalency (FTE) – Total listed in the CACTUS system, quantifying the full-time contract employment percentage.

Degree – Awarded by a regionally accredited university. For the purposes of SHINE qualification. The degree level can include a bachelor's, master's, or doctoral degree.

Degree Major - A major is a specific subject that students can specialize in while pursuing a college degree. Typically, between one-third and one-half of the courses taken in college are in or related to the major. Students demonstrate sustained, high-level work in one subject by completing a major.

State Qualified – Assignment shows as USBE (USOE) qualified in CACTUS. Usually established by completion of the licensure and/or endorsement requirements.

Program Qualifications

Applicants must complete an application for SHINE and turn it into the Human Resources Department by October 1.

To meet the current SHINE program eligibility, teachers must meet ***all*** the following requirements:

1) **Hold a current Utah Professional Teaching License**
2) **Degree or Experience Equivalency;**
   a) A teacher must have a bachelor's, master's, or doctoral degree***** with a **major to match the specific qualifying subject area** *posted in the Comprehensive Administration of Credentials for Teachers in Utah Schools (CACTUS); or*
   b) Meet the "Qualifying professional background" requirements, showing that the educator has held the same SHINE-approved assignment **in a Utah** LEA for at least 10 years. Experience years need not be consecutive. (See *FAQs Educator/Applicant* for additional information.) *******Please note that teaching multiple subject areas may require a degree major for **each** subject.*
3) **Appropriate Professional Endorsement:** The educator must hold a valid professional endorsement(s) for the classes they teach in the qualifying subject area;
4) **Qualified Course Assignment:** A teacher must have a current course assignment posted in CACTUS in the qualifying subject area;
5) **Satisfactory Performance Rating:** The educator must be classified as a "new" employee or have received satisfactory ratings on the teacher's three most recent evaluations;
6) **Completion of Contract:** Contract completion is verified by Human Resources.

Applicant Responsibilities

Applications are due **October 1st** each school year.

Responsibilities of Applicants:

1) Ensure that all information in the CACTUS system is correct at the time of an application.
2) If CACTUS is incomplete or there are errors, the educator must contact HR immediately.
3) If the educator's position changes, the educator must contact HR by email at tami.vanweerd@ccsdut.org within 30 days of the change. Failure to alert HR directly may result in the educator being categorized as ineligible for payment.
4) If historically contracted Utah teaching assignments are incorrect or missing in CACTUS, the educator must obtain the appropriate documentation and validation of their teaching experience and submit it.
5) Applicants may appeal eligibility if they believe their assignment is substantially equivalent to a high-needs area. Appeals can be submitted using a SHINE Appeals Form on the CCSD website. It is the educator's responsibility to submit any appeals to HR. It is recommended that appeals be submitted as soon as possible. *All documentation must be received before November 30 to allow appeal review processing.*
6) Any failure of an educator to complete all requirements may result in exclusion from the program. ***No exceptions will be made after the final analysis of eligibility is complete and funding is dispersed.***

7) Applying indicates that the applicant has read through the SHINE Policies and Procedures and complies with all SHINE application processes.

Exceptions

1) If the program receives more qualifying applicants than the SHINE Restricted Account balance can accommodate, Business Services may reduce all awards by the same ratio and proportion.
2) Awards to SHINE applicants are entirely dependent on continued legislative funding and authorization. No applicant has any guarantee of continued participation in the program.

Subject Area Requirements

The Cache County School District Board of Education has approved the following areas of high need for the district. Refer to the subject area below for the legislative requirements:

<u>Science Educator Requirements</u>

Degree or Qualifying Teaching Background:

The educator must have the following.

1) **Degree:** *The educator must have a bachelor's, master's, or doctoral degree granted from a regionally accredited university.*

   Degree Major: The educator's degree must be designated in CACTUS with one of the following majors:

   a) *Chemistry*
   b) *Physics*
   c) *Physical Science*
   d) *Integrated Science**
   e) *General Science**

   **An Integrated Science or General Science degree is a historical degree that is no longer attainable or in existence, but was included in the legislative language.*

   OR

   Qualifying Professional Background**:** The educator's CACTUS record must show a teaching history for the same supplement-approved science assignment in Utah public schools for at least 10 years.

1) **Appropriate Endorsements:** Educators must hold a valid endorsement(s) for the class(es) they teach.
2) **Qualified Courses:** An educator must have a current assignment to teach at least one of the following courses:

   a) Integrated Science in Grade 6
   b) Integrated Science in Grade 7
   c) Integrated Science in Grade 8
   d) Chemistry
   e) Physics

DEGREE MAJORS THAT DO NOT QUALIFY:

a) Biology
b) Earth Sciences
c) Geology
d) Zoology

Secondary Mathematics Educator Requirements

Degree or Qualifying Teaching Background:

The educator must have the following.

1) **Degree:** *The educator must have a bachelor's, master's, or doctoral degree granted from a regionally accredited university.*

   Degree Major: The educator's degree must be designated in CACTUS with the following major:

   - *Mathematics*

   OR

   Qualifying Professional Background**:** The educator's CACTUS record must show a teaching history for the same supplement-approved secondary mathematics assignment in Utah public schools for at least 10 years.

2) **Appropriate Endorsements:** Educators must hold a valid endorsement(s) for the class(es) they teach.

3) **Qualified Courses:** An educator must have a current assignment to teach at least one of the following courses:

   - 6th Grade Mathematics
   - 7th Grade Mathematics
   - 8th Grade Mathematics
   - Secondary Mathematics
   - Supplemental/Remedial Courses

Computer Science Educator Requirements

Degree or Qualifying Teaching Background:

The educator must have the following.

1) **Degree:** *The educator must have a bachelor's, master's degree, or doctoral degree granted from a regionally accredited university.*

   Degree Major: The educator's degree must be designated in CACTUS with one of the following majors:

   a) *Information Technology*
   b) *Computer Information Technology*
   c) *Computer Science*

OR

Qualifying Professional Background: The educator's CACTUS record must show a teaching history for the same supplement-approved computer science assignment in Utah public schools for at least 10 years.

2) **Appropriate Endorsements:** Educators must hold a valid endorsement(s) for the class(es) they teach.

3) **Qualified Courses:** An educator must have a current assignment to teach at least one of the following courses:

    a) Computer Science
    b) Computer Information Technology

Special Education Educator Requirements

Degree or Qualifying Teaching Background:

The educator must have the following.

1) **Degree:** *The educator must have a bachelor's, master's, or doctoral degree granted from a regionally accredited university.*

Degree Major: The educator's degree must be designated in CACTUS with one of the following majors:

a) *Special Education*
b) *Deaf and Hard of Hearing*
c) *Mild/Moderate Disabilities*
d) *Severe Disabilities*
e) *Blind and Visually Impaired*
f) *Preschool Special Education*

OR

2) Qualifying Professional Background: The educator's CACTUS record must show a teaching history for the same supplement-approved special education assignment in Utah public schools for at least 10 years.

Appropriate Endorsements/Licensing: Educators must hold a valid endorsement(s) for the class(es) they teach, OR they have taught that subject area for at least 10 years.

3) **Qualified Courses:** An educator must have a current assignment to teach at least one of the following courses:

    a) Special Education Classroom Assignment(s)
    b) Early Childhood (Pre-school) Special Education

ELL Secondary Educator Requirements

Degree or Qualifying Teaching Background:

Secondary Educators must have the following:

1) **Degree:** *The educator must have a bachelor's, master's, or doctoral degree granted from a regionally accredited university.*

   Degree Major: The educator's degree must be designated in CACTUS with one of the core subject majors

   a) English
   b) Mathematics
   c) Science
      i) *Chemistry*
      ii) *Physics*
      iii) *Physical Science*
      iv) *Integrated Science**
      v) *General Science**
   d) Social Studies
   e) History
   f) Political Science

2) English as a Second Language:

   a) **Appropriate Endorsements:** Educators must hold a valid ESL endorsement
   b) **Qualified Courses** An educator must have a current assignment in at least one of the following courses included on the EL FTE allocation as approved by the Federal Programs Director:
      i) English Language Development (ELD) Course
      ii) Co-taught ELL Course (approximately 50% EL and/or EL Monitored students)
      iii) Sheltered ELL Course (100% EL and/or EL Monitored students)
      iv) ELL Tutorial Course
      v) Core content course taught by an ESL endorsed teacher with a minimum of 10 EL and/or EL monitored students enrolled

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