

	HUMAN RESOURCES DEPARTMENT BECOME A TEACHER PROGRAM	
		Effective Date: 01/01/2024
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Objective

As part of the Poudre School District's (PSD) comprehensive staff education and career advancement program, PSD supports the efforts of staff members to become licensed teachers in hard-to-fill areas.

Contingent upon funding availability, PSD will offer tuition assistance for a cohort of eligible employees for the purpose of obtaining a teaching license.

Starting in January 2024, Poudre School District will support a cohort of PSD employees to launch their journey to becoming licensed special education teachers in partnership with the University of Northern Colorado.

Eligibility Criteria:

- A. Must be employed in PSD with regular scheduled hours and in good standing.
- B. Employee must be continuously employed for 15 hours or more per week through the duration of the program.
- C. Employee must have worked for PSD for a minimum of 3 months.
- D. Employee must be recommended by their supervisor for the program.
- E. Employee must be accepted as a student by the University of Northern Colorado.
- F. Interested in working as a special education teacher.

Selection Criteria:

Priority will be given to applicants who are:

- A. Currently employed as an Integrated Services Paraprofessional I or II.
- B. Has obtained an Associate's degree (A.A. or A.S.) or has undergraduate level credits, but has not completed a bachelor's degree.
- C. Seeking a bachelor's degree or licensure-only program in special education.
- D. Demonstrates commitment to district priorities, especially mental health and belonging

Program Overview

- A. Maintain your position as an employee during the day.
- B. Attend UNC classes in the evening at a PSD school location or online during fall, spring, and semester terms.
- C. Earn an undergraduate degree in Special Education with a teaching license.
- D. Previous college credits can be analyzed and may apply towards your degree.
- E. PSD strives to cover 100% of tuition costs and fees less financial aid.

Eligible Costs

- A. Only actual tuition costs and approved fees are eligible, while funding is available.

Steps for Eligibility

1. Attend an informational session.
2. Apply to the University of Northern Colorado by deadline (coupon code: UNCPD)
3. Complete FAFSA.
4. Complete the Universal Scholarship form.
5. Apply for the Colorado Opportunity Fund.
6. Apply for CDE's Educator Retention and Recruitment fund.
7. *PSD will then provide a scholarship for any remaining tuition costs and fees.

Agreements

- A. The employee must be actively employed by PSD in an ongoing position of at least 15 hours or more during the duration of the program.
- B. The employee agrees to maintain at least 20 hours/week of employment for a minimum 3 years after completion of the program.
- C. At the undergraduate level, the employee must provide a passing grade of a C or higher in all courses; or, in cases of academic programs with a pass/fail grading system, a "pass" grade is required; and maintain a 2.0 cumulative GPA throughout the duration of the program.
- D. At the graduate level, the employee must provide a passing grade of a B or higher in all courses; or, in cases of academic programs with a pass/fail grading system, a "pass" grade is required; and maintain a 3.0 cumulative GPA throughout the duration of the program.

Failure to maintain any of the above agreements will result in the employee paying back applicable scholarship amounts paid to the employee during the duration of the Become a Teacher program and/or removal from the program. Amounts owed to PSD will be invoiced to the employee or deducted from the employee's final paycheck. It is the employee's responsibility to discuss payback arrangements with Human Resources.