ADJUNCT TEACHER GUIDELINES (REGULATIONS)

All adjuncts will be approved by the Board of Education annually by means of an agenda item listing the adjuncts' name, adjunct course(s), and hours they will teach.

The No Child Left Behind Act of 2001 requires that all teachers of early childhood education, elementary education and core academic subjects be highly qualified. Core academic subjects defined by the act are English, reading, language arts, math, science, foreign language, civics and government, economics, the arts (art and music), history and geography. An adjunct teacher can become highly qualified by having a bachelor's degree, by having the district school board approve of the teacher's expertise in the core subject being taught and by possessing a Highly Qualified-Adjunct Teacher certificate issued by the State Department of Education. This certificate must be issued annually. An application for the Highly Qualified-Adjunct Teacher certificate is on the Oklahoma State Department of Education's website.

An adjunct teacher shall be limited to teaching ninety (90) clock hours per semester.

Adjunct teachers shall not be employed to teach in early childhood education or elementary education classrooms.
A criminal history record check shall be conducted for any person approved for adjunct employment.

Formal notification of the employment of adjunct teachers shall be provided to the State Department of Education within thirty (30) days of the date of employment.

Instructional Adjunct Teachers shall be paid $14.75 per clock hour of instruction.

Adjunct teachers employed to coach athletic teams shall have successfully completed a course in the care and prevention of athletic injuries.

Adjunct teachers employed to coach school athletic teams shall be paid according to the Extracurricular salary schedule approved by the board of education

Hours taught while serving as an adjunct teacher shall not count towards teaching experience for purposes of meeting certification or recertification requirements, career teacher status, or retirement benefits.

Waiver Application Process

Any applications to the State Board requesting statutory waiver for adjuncts will include the names, subjects, and proposed teaching hours of adjuncts for whom the waiver is requested.

All supporting letters written to AFT, OKCPS Executive Director, Accreditation, etc. will include names, subjects taught, and hours for all adjuncts on a one page letter.

Waiver application will be hand-delivered to the SDE. School will request the person at the SDE receiving the application to sign and date a copy of the top page of the application to confirm receipt.

A faxed copy of the application will also be sent. School will retain a copy of the fax and the fax confirmation.
Site administration will follow-up with SDE to ensure adjunct Highly Qualified applications have been approved and

ADJUNCT TEACHER GUIDELINES REGULATIONS (CONT'D)

Highly Qualified status awarded for core subjects taught. Site Principal will obtain written documentation of Highly Qualified status, including certificates and/or letters of approval.

Any adjunct changes occurring (additions, course changes, etc.) after the original application, will require the above steps be repeated.

During the State Accreditation reporting process, site Principal will be responsible for emailling the appropriate person at the SDE to have the HQ status electronically entered onto the Accreditation Application after manually entering adjunct assignments on the Accreditation Application .

All supporting documentation for adjunct approval will be available and provided to the Regional Accreditation Officer during the site Accreditation visit.

REFERENCE: 70 O.S. §6-104
70 O.S. §6-107
70 O.S. §6-122.3
Atty. Gen. Op. No. 84-12
Atty. Gen. Op. No. 91-632