

TEXAS CATHOLIC CONFERENCE EDUCATION DEPARTMENT  
EDUCATIONAL PERSONNEL REQUIREMENTS  
(Implementation for 2001/2002 school year)

**III. TEACHERS IN 3K-4K (and 5K if part of the Early Childhood Program)**

1. Associate degree in Early Childhood Education  
**or** Bachelor's degree and 12 credit hours in Early Childhood Education courses
2. Technology Proficiency: (See Implementation Guideline C)  
Proficiency in the areas of word processing, spreadsheets, databases, and Internet use for educational purposes and multimedia presentations
3. Teachers of Religion must fulfill the Minimum Requirements for Teachers of Religion/Theology.

**Early Childhood Courses:**

Courses must be appropriate to the age of students and content to be taught.

Additional hours may include (but are not limited to): developmental or child psychology, human growth and development, learning theory, curriculum (early childhood, elementary, or secondary), educational use of technology, and classroom management.

**Exceptions:**

In the case of a non-degreed Early Childhood teacher who can provide evidence of the completion of coursework in the equivalency of an associate degree (60 credit hours with a minimum of 12 credit hours in Early Childhood Education), the superintendent may grant approval for hiring. The teacher would be required to participate in a one-year internship with a qualified Early Childhood teacher. The internship will consist of one year of supervised, practical training that will serve as a period of mentoring while also allowing the non-degreed Early Childhood teacher to assume responsibility for his/her own class. The qualified Early Childhood teacher would oversee lesson preparation and assessment of student progress, offer suggestions for classroom management, assist in selecting learning resources, and/or support the non-degreed teacher in whatever way is necessary.

Teachers hired prior to May 1, 1999, will follow the TCCED requirements in effect at the time of hiring to teach in the Early Childhood program: Associate degree in Early Childhood Education or Bachelor's degree with 12 credit hours in Early Childhood Education or Montessori Certification.

**IV. TEACHERS IN MONTESSORI**

**Primary through Upper Elementary (ages 3 through 12)**

1. Bachelor's degree and Montessori certification from a MACTE accredited program  
**or** Associate degree in Early Childhood Education and Montessori certification from a MACTE accredited program (Teacher of 3, 4, 5 yr. olds)  
**or** Montessori certification from a MACTE accredited program \*\*\*
2. Technology Proficiency: (See Implementation Guideline C)  
Proficiency in the areas of word processing, spreadsheets, databases, and Internet use for educational purposes and multimedia presentations
3. Teachers of Religion/Theology must fulfill the Minimum Requirements for Teachers of Religion/Theology.

**Middle School (ages 12 through 15)**

1. Bachelor's degree
2. 12 credit hours in education courses
3. Technology Proficiency \*\*\*\*: (See Implementation Guideline C)  
Proficiency in the areas of word processing, spreadsheets, databases, and Internet use for educational purposes and multimedia presentations.
4. Teachers of Religion/Theology must fulfill the Minimum Requirements for Teachers of Religion/Theology

\*\*\* Teachers having solely a high school diploma must have completed at least two-thirds of the Montessori certification training *before* being eligible for hire.

\*\*\*\* Teachers of Technology (when taught as a separate subject) must meet requirements in Section VIII.

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V. ✓ **TEACHERS IN SELF-CONTAINED K-8**

1. Bachelor's degree
2. 12 credit hours in education courses
3. Technology Proficiency: (See Implementation Guideline C)  
Proficiency in the areas of word processing, spreadsheets, databases, and Internet use for educational purposes and multimedia presentations
4. Teachers of Religion/Theology must fulfill the Minimum Requirements for Teachers of Religion/Theology

VI. **TEACHERS IN DEPARTMENTAL GRADES 6-8 (excluding Religion/Theology\*\*\*\*\*)**

**If teaching in only one content area**

1. Bachelor's degree in content area taught  
**OR**  
Bachelor's degree with 18 credit hours in the primary content area taught  
**OR**  
Bachelor's degree with successful completion of appropriate state certification exam
2. 12 credit hours in education courses
3. Technology Proficiency: (See Implementation Guideline C)  
Proficiency in the areas of word processing, spreadsheets, databases, and Internet use for educational purposes and multimedia presentations

**If teaching more than one content area**

1. Bachelor's degree with 18 credit hours in at least one content area taught **and** 9-12 credit hours in each additional content area taught  
**OR**  
Bachelor's degree with successful completion of appropriate state certification exam **and** 9-12 credit hours in each additional content area taught
2. 12 credit hours in education courses
3. Technology Proficiency: (See Implementation Guideline C)  
Proficiency in the areas of word processing, spreadsheets, databases, and Internet use for educational purposes and multimedia presentations

\*\*\*\*\* *Teachers of Religion/Theology must meet the Minimum Requirements for Teachers of Religion/Theology.*

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**VII. ✓ TEACHERS IN GRADES 9-12** (excluding Technology and Religion/Theology \*\*\*\*, \*\*\*\*\*)

1. Bachelor's degree in content area taught
2. 12 credit hours in education courses
3. 12 credit hours in each additional content area taught or  
Successful completion of appropriate state certification exam \*\*\*\*\*
4. Technology Proficiency: (See Implementation Guideline C)  
Proficiency in the areas of word processing, spreadsheets, databases, and Internet use for educational purposes and multimedia presentations

**OR**

- ✓ 1. Bachelor's degree
2. 12 credit hours in education courses
3. 24 credit hours in the primary content taught or at least one content area taught or  
successful completion of appropriate state certification exam
4. 12 credit hours in each additional content area taught or  
Successful completion of appropriate state certification exam
5. Technology Proficiency: (See Implementation Guideline C)  
Proficiency in the areas of word processing, , spreadsheets, databases, and Internet use for educational purposes and multimedia presentations

**VIII. ✓ TEACHER OF TECHNOLOGY**

Technology instruction may occur in a variety of settings

**Grades PK-8**

The classroom teacher must demonstrate proficiency in the areas of word processing, spreadsheets, databases, Internet use for educational purposes and multimedia presentations. Documentation can take the form of college level course or workshop verification, certificate from the ESC or a private company, letter of verification of proficiency from school administrator, and verification of successful completion of appropriate Certification Exam. **When Technology Applications is taught as a separate subject** a Bachelor's degree with 18 credit hours in Technology or appropriate certification or endorsement and 12 credit hours in education courses is required. A Teacher of Technology in this situation may be issued a Specialized Instructor certificate. (See section XII).

**Grades 9-12**

1. A degree in computer science

**OR**

A degree and  
18-24 credit hours in content area to be taught or  
Information Processing Technology (IPT) endorsement or  
successful completion of appropriate state certification exam

2. 12 credit hours in education courses

\*\*\*\* Teachers of Technology (when taught as a separate subject) must meet requirements in Section VIII, Grades 9-12.

\*\*\*\*\* Teachers of Religion/Theology must meet the Minimum Requirements for Teachers of Religion/Theology.

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**IX. GUIDANCE COUNSELOR (Secondary)**

1. Master's degree in Counseling

**OR**

Master's degree in psychology or social work with courses included or added that address theories and methods in counseling, psychology of adolescence, career information and development, multicultural counseling, and vocational, academic and career testing.

**X. LIBRARY STAFF**

**Librarian** (Required for secondary schools; preferred for elementary and middle schools)

1. Master's degree in Library Science

**OR**

Bachelor's degree with learning resources endorsement

2. Proficiency in the use of information technology resources (i.e., library automation, Internet access, electronic resources, multimedia delivery systems, etc.)

✓ **Library Manager** (Elementary and middle schools where a librarian is not possible)

1. A high school diploma/GED

**OR**

Two years of college preferred

2. Proficiency in the use of information technology resources (i.e., library automation, Internet access, electronic resources, multimedia delivery systems, etc.)
3. Knowledge of library procedures, technical services, materials selection, and basic reference skills.

**XI. ✓ PARAPROFESSIONALS**

The paraprofessional, employee or volunteer, must possess a high school diploma or the equivalent [GED—General Education Diploma] and sufficient training to perform the task assigned by the principal. (S)he may assist the professional personnel in classroom duties but may not accept full responsibility for a class nor assign grades.

**XII. ✓ SPECIALIZED INSTRUCTOR**

It is always preferable to hire a degreed teacher. If under exceptional circumstances, however, one cannot be secured a non-degreed person may be employed as specified below. Prior to hiring, the principal must apply to the superintendent for a TCCED Specialized Instructor Certificate that would be valid as long as the individual remains at that school.

Elementary: ESL, Fine Arts, Foreign Language, P.E., Technology

Secondary: A professional by trade or license may teach part-time under the direction of a qualified teacher.

**XIII. EARLY CHILDHOOD EXTENDED DAY**

Early Childhood Extended Day Program personnel are under the supervision of the principal of the school. The on-site Director, if a person other than the principal, must have completed coursework toward an associate degree in child development/early childhood education or have practical experience in the area of child development/early childhood.

**XIV. ✓ SUBSTITUTE TEACHER**

A substitute teacher who will have responsibility for a class for 50% or more of a grading period should have the same qualifications required for the regular teacher.