

INSTRUCTIONS
Completing the 2008-2009 Highly Qualified Teacher
Continuous Improvement Plan (HQTICIP) – Campus Level

Purpose

To develop and implement a Campus Highly Qualified Teacher Continuous Improvement Plan (HQTICIP) which includes strategies/activities that are designed to ensure that all non-highly qualified teachers of core academic subject areas on the campus become highly qualified by August 31, 2009.

Applicability

Each campus within the LEA that did not report 100% of all core academic subject area classes taught by highly qualified teachers in Part 3 of its **2008-2009** Highly Qualified Teacher Compliance Report submitted on or before November 3, 2008, must complete a Campus Highly Qualified Teacher Continuous Improvement Plan. The campus CIP is retained locally at the campus and district-level administrative offices and is not submitted to the Texas Education Agency.

Step 1: Assemble the Highly Qualified Teacher Continuous Improvement Plan Team

* The same collaborative team used for completion of the district HQTICIP may be used for completion of the campus HQTICIP. In addition, it is recommended that consultation/planning occur with each non-highly qualified teacher on the campus prior to strategies being developed.

Required team members for the campus team are:

- Federal Programs Director (or whomever assumes those responsibilities);
- Human Resources Director (or whomever assumes those responsibilities);
- Campus Administrator; and
- *Non-Highly Qualified Teachers on the campus.

It is critical that the Highly Qualified Teacher Continuous Improvement Process is documented, not just the end product of the plan. Appropriate documentation for meetings, which includes agenda, sign-in sheets, AND meeting minutes/notes/summary, must be maintained.

Step 2: Download the Campus Highly Qualified Teacher Continuous Improvement Plan Template

1. Go to <http://www.tea.state.tx.us/nclb/ImprovementPlan.html> and open the campus Highly Qualified Teacher Continuous Improvement Plan Template.
2. Save the template on your computer.
3. Open the template in Microsoft Word.
4. If you have trouble opening the file, contact the Division of NCLB Program Coordination at nclbissues@tea.state.tx.us.

Step 3: Identify Non-Highly Qualified Teaching Assignments

Identify each non-highly qualified teaching assignment and include the data in column titled: *Teaching Assignment*.

Step 4: Determine Strategies/Activities to be Implemented - The team should consider the question: *What is needed for each teacher to become 100% highly qualified in their subject area assignment(s) by August 31, 2009?*

Enter the "specific" strategies/activities identified by the CIP team for each non-highly qualified teacher in the column titled: *Strategies/Activities*.

Step 5: Determine Target Completion Date for Strategies/Activities

The team should consider the question: *What is the target date to complete each activity?* **All activities included in the HQTICIP must have a completion date of no later than August 31, 2009.**

Step 6: Determine Person Responsible for Implementation - The team should consider the question: *Who will be responsible for implementing each strategy/activity?*

For each activity included in the CIP, determine who the best person is for: 1) ensuring the activity is implemented as planned; 2) will be responsible for monitoring the activity through both formative and summative measures; and 3) will ensure the activity is completed by the indicated target date.

Step 7: Retain Campus HQTICIP locally

LEAs will retain the campus Highly Qualified Teacher Continuous Improvement Plan locally at both the campus and district administrative offices. The campus HQTICIPs are subject to future random verification by the Agency.