

OCCUPATION-BASED CAREER & TECHNICAL TEACHER REQUIREMENTS & HIRING PROCEDURES

Jefferson County Public Schools
ACCORDING TO 16 KAR 2:020 AND 16 KAR 6:020
Revised December 2018

Requirements to be an Occupation Based Teacher:

1. Applicant must be a US Citizen with a high school diploma or GED, associate degree or higher in the specific technical field.
2. Four (4) years of successful and appropriate occupational experience in the teaching area. A maximum of one (1) year of the required work experience may be satisfied by completion of an accredited occupational preparation program for the occupation to be taught; and,
3. At least two (2) years of the occupational experience completed within the last five (5) years. (Note: The JCPS Career Instructional Leads in the Office of Transition Readiness are available to review occupational experience, as requested.)

If applicant does not have an associate's degree (verified by official transcript), then he/she must pass a Pre-Employment Assessment - the ACT, SAT, KYOTE, or GED College Readiness exam.

Test Area	ACT	SAT	KYOTE	GED Readiness Exam
Reading	20	470	20	165
Math	19	460	22	165
English/Writing	18	430	6	165

Steps to hire an Occupation Based Teacher:

1. Applicant completes JCPS online application@ <https://www.applitrack.com/jefferson/onlineapp/>
2. Applicant completes a CA-3 Form and uploads the document into the Supplemental Materials section under the Certification heading. The CA-3 Form can be found in the job posting.
3. JCPS's Human Resource Office and Office of Transition Readiness vet the documents below and clear the Principal to interview the candidate.

Documentation Includes:

- a. CA3 - <http://www.kytech.ky.gov/TechCertres/CA-3.pdf>
- b. Acquire appropriate signatures on pages 2 and 4. The JCPS Certification Specialist will review and sign at the time of recommendation for the position at the bottom of page 1.
- c. Teachers seeking certification who have been self-employed--secure documentation on length and experience of self-employment in related area/and submit with the CA-3
- d. KYOTE (see requirements for other valid assessment) Scores, if required. The KYOTE assessment may be taken at any KCTCS testing center.
- e. Official High School Transcript, GED or Official College/University Transcript
- f. Any applicable required License/Certification or diploma or NOCTI test (if applicable)

4. If applicants do not have a completed CA-3 form, their application will not be shared with principals for consideration
5. Principal conducts interviews with desired candidate pool provided by HR and notifies HR of the top candidate to hire.
6. Candidate recommended for the position by the principal should contact Angie Fischer with the Kentucky Department of Education Office of Career and Technical Education to determine if additional assessment is needed to show content knowledge.
 Email: Angie.fischer@education.ky.gov
 Phone: 502-564-4286 ext.4236
7. If the candidate accepts the offer, then he/she must complete all background checks at VanHoose. The candidate is responsible for ensuring their background results are forwarded to Angie Fischer, Division of College & Career Readiness at the Office of CTE, 300 Sower Boulevard, 5th floor, Frankfort, KY 40601.
8. If the candidate is cleared for employment, then JCPS HR Department will forward the completed CA-3 form and official transcript(s) from the top candidate to KDE/CTE Office for approval.
9. Once the CA-3 document has been received at KDE/CTE Office, if the candidate needs to take the NOCTI, then he/she will be contacted to schedule.
10. The KDE/CTE Office forwards the CA-3 to EPSB, who will issue a statement of eligibility or teaching certificate. JCPS Human Resource Department must have the provisional teacher certificate on file to begin working with students.
11. If the new teacher does not hold a minimum of an associate's degree in the occupation area in which certification is sought, then he/she must obtain an Associate degree in the occupation area in which certification is sought or a degree from an approved occupation based educator preparation degree program, within six (6) years of initial certification.
12. All new teachers seeking occupation-based certification must attend the Kentucky Department of Education New Teacher Institute, administered through the Office of Career and Technical Education, except for those holding professional teacher certification. The New Teacher Institute is a 24 month induction model for all occupation-based career and technical education teachers. All teachers will be required to complete the 24 month cycle that will be a combination of face-to-face meetings, online meetings, and field-based support. If the candidate has a degree in the occupation area in which certification is sought, he/she will be recommended for professional teacher licensure upon completion of the program. Those without a degree will be recommended for professional teacher licensure upon completion of their degree. Proof of completion of six credit hours a year must be submitted to EPSB for renewal of the provisional certification – a renewal certificate will be issued a total of five times.

NEW TEACHER

- Upon receipt of communication via email from EPBS with a link to the provisional teaching certificate, the candidate should print a copy of the certificate and submit provisional teaching certificate issued by EPSB to JCPS Central Office.
- The candidate will receive an email from the New Teacher Induction Director (NTI) with details regarding the next NTI cohort start. If the candidate has received the teaching certificate from EPSB and has not received an email regarding NTI, he/she should contact Jodi Adams to confirm NTI registration at (502) 564-4286 ext. 4209.)