



3662 Poinsettia Ave SE, Grand Rapids, MI 49508

Tel: 616-243-6221 • Fax: 616-243-0305

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9/15/2016

New Branches Charter Academy is proud to have highly qualified certified teachers and paraprofessionals to help your child(ren) grow and learn. Please read the following:

Hiring Procedure for Teachers

In order to assure that teachers and paraprofessionals meet the Highly Qualified standards as set forth under the No Child Left Behind Act, teachers are required to provide their teaching certification as proof of being highly qualified. Generally, an elementary certification suffices for the K-5th grade general education classes, and a secondary certification with an appropriate core endorsement for middle school teachers. "Specials" teachers provide appropriate certifications and endorsements. Certifications must be kept current as required by law.

In addition, teachers sign an "Official Michigan Highly Qualified Report", as an elementary, secondary, "Specials", or Special Education teacher.

Hiring Procedure for Paraprofessionals

As of September 2013, NBCA became a school wide Title 1 school, and all of our paraprofessionals are required to meet the Highly Qualified standards as set forth under the No Child Left Behind Act. Paraprofessionals are required to complete at least two years of college coursework (equal to 60 semester hours, obtain a minimum of an associate's degree, or pass a state approved test to assess their qualifications, see below:

- Michigan Test for Teacher Certification-Professional Readiness Exam (MTTC)
- ETS Parapro Assessment* (Passing score:460)

Proof of meeting any of these standards is required, either by providing transcripts of college coursework, a diploma, or test scores from the above approved tests.



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Not Highly Qualified

In the event students are taught by a teacher who does not meet the highly qualified standards for four or more consecutive weeks, parents would be notified with a letter.

Right to Request Certification

A parent has the right to request in writing to view teacher or paraprofessional credentials for his child's teacher or paraprofessional. The form titled Title 1 Parent Request Form for Teacher Qualifications can be picked up in the office or found on the NBCA website under Title 1.