

## **Employability Compliance Overview:**

This area is of great importance to the success of any public school academy. As the protector of students that attend the academy, it is in the best interest of the academy to carefully and methodically check on the credentials and backgrounds of all employees and sub-contracted staff that work in the school. Employability compliance includes the areas listed below.

### Teacher and Instructional Support Personal Certification

In this area of compliance, three audits per year are conducted to make sure the academy has properly certified teachers and licensed instructional support personnel. Certification must meet the requirements of the State of Michigan as defined and determined by the Michigan Department of Education. Instructional staff, both professional and support, must also be in compliance with the requirements of the No Child Left Behind Act (NCLB).

### Administrator Requirements

In this area of compliance, the auditor makes sure that all administrative personnel meet the requirements set by the academy. Additionally, each administrator must comply with any requirements set by the State of Michigan, the Michigan Department of Education and NCLB.

### Support Staff

Although support staff is not required to be certified, they do need to meet the requirements of NCLB when employed as an instructional aide. In this area of compliance, three audits per year are conducted to make sure that all instructional aides meet this requirement.

### Mentoring and Professional Development

All teachers in the first three years as an instructor must complete the State mandated induction, mentoring, and professional development requirement. The audit will review the documentation required by this mandate.

### Highly Qualified As Defined By NCLB

In this area of compliance, the auditor will identify the content areas in which each teacher is considered as being highly qualified and check to make sure that they are assigned to only those areas in which they are highly qualified.

### Criminal Background Checks

Although the law only requires that teachers and other professionals licensed by the Michigan Department of Education have criminal background checks, the authorizer requires that all employees and sub-contracted persons have criminal background checks. Three audits per year are conducted to assure that all employees and sub-contracted persons have completed criminal background checks done in accordance with the guidelines found in this section. This includes coaches and certain volunteers.

### Unprofessional Conduct Checks

Three audits per year are conducted to assure that all employees and sub-contracted persons have completed unprofessional conduct checks done in accordance with the guidelines found in this section. This includes coaches and certain volunteers.

In this section you will find additional information, copies of pertinent laws and regulations, and sample documents which are designed to assist public school academies meet employability compliance requirements.