

**Missouri Department of Elementary & Secondary Education**  
**HQT WEBINAR -- QUESTIONS and ANSWERS**  
**February 15, 2011**

**When can we expect to get our report for this year?** We plan to send them by the middle of March 2011.

**Does speech/drama need to be taught by HQT?** No, speech/drama (course codes beginning with 0565XX) are not core academic subjects.

**One of our electives (7th and 8th grades) is geography. The teacher is certificated in social sciences. Does this qualify as HQT?** Yes, and, if necessary, the teacher could prove content expertise by completing a HOUSSE form for the geography item.

**What about 6th grade in a middle school setting?** Missouri allows 6<sup>th</sup> grade elementary education teachers to teach English and social studies in a middle school setting. Having passed the elementary Praxis test or use of a HOUSSE form for elementary is considered proof of content expertise for HQT purposes.

**One HOUSSE form for each subject?** Yes. Either one form for the four Social Studies subject areas or four separate forms for Social Studies may be completed on the HOUSSE.

**We were told to use "S" for our online classes with core content teachers.** "S" is the delivery method. The teacher providing the grade would need to be HQT. If a teacher is monitoring the class, that person does not need to be highly qualified (unless he/she is giving the grade).

**Does the HOUSSE form need to be filled out every year?** No, not if the same course is taught. The Department keeps a record of the individual status for various courses.

**Is there any reason a teacher would not be eligible to use the HOUSSE form?** **A teacher must be appropriately certificated in order to use a HOUSSE form.** Also, a teacher with less than four years of teaching experience would not be eligible to use a HOUSSE form in most cases.

**Please give more information about the documentation needed to support the HOUSSE form.** Documentation might include: a transcript showing an advanced degree in a content field; a photocopy of published work in a content field; or a letter from a district attesting to teaching experience in a particular subject area/grade level.

**Does the HQT parent notification apply to Title I buildings only or all buildings within the district including non-Title I buildings?** The parent notification is sent only in Title I buildings.

**Could core content teachers take the special education Praxis II and be considered highly qualified?** The Praxis II test or HOUSSE form may be used to demonstrate content expertise in a core content area. The special education Praxis II does not make a teacher highly qualified in any content area.

If a person with a professional teaching certificate in math, science, English, or social science, adds the special education subject area to their existing certificate, then that person could teach special education in the original certificate's content area. In other words, the HQT status is aligned with a core content area – not the special education certification.

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**If you have a long-term substitute teacher, does this 4 week rule apply?** Yes. Generally, substitute teachers only have 60 semester hours of college credit and are not highly qualified. If the substitute is a fully certificated teacher, he/she might be highly qualified or eligible for HQT. Either way, the parents of the children need to be notified if the person teaching is not HQT!

**If a special education teacher is TOR for a math class for grades 6-8, do you still code it 195620? Your slide says only use 195620 for grades 7-12. How do you then code for the 6th graders? Does the teacher need elementary HQ too?** It would be best to code the 6<sup>th</sup> grade class as 195000; however, using either 195620 or 195000 at the 6<sup>th</sup> grade would require elementary content expertise either with an elementary Praxis II test or an elementary HOU SSE form.

**Do I understand that any teacher can use the HOU SSE form, not just those with a lifetime or are teaching special education?** Any teacher can attempt to use the HOU SSE form if he/she has more than four years of teaching experience. It is highly unlikely that a “new” English teacher would have an advanced degree in another subject area, had taught for a long time in another subject area, or had published on a topic other than English.

**Where do speech implementers fall with regards to HQ?** Speech/language implementers, coded with 195500, are not considered core content teachers of record and do not have to demonstrate content expertise for HQ purposes.

**I believe speech is not core content course.** No, speech isn't a core content course.

**Where do we access the non-HQT report?** It will be sent to your districts in the next few weeks. Next year, it should be available on-line on the DESE site.

**How often will DESE provide districts with the not-HQT report?** When the system is fully automated in 2011-12, you will be able to print it every day.

**We understand that special education teachers in high school who are coded as 195300 must also have elementary certification. Is this true?** Courses coded as 195300 are for students taking the MAP-A and the content area for these teachers would be elementary. Documenting elementary content expertise can be done by having elementary certification, passing the elementary Praxis II test, or using the HOU SSE form.

**How do we code teachers who are teaching two social studies courses at the elementary level? Do we use the generic self-contained course code or the social studies course code?** You could use the 156600 social studies course code and enter the grade level.

**If a 5th grade teacher teaches science to their class and two other 5th grade classes, does he/she need to be HQ in science in addition to elementary?** According to Exhibit 10 in the core data manual, the elementary certificate would cover a 5<sup>th</sup> grade science class.

**What about Teach for America teachers who are certified in a subject area other than elementary education?** All teachers need to be highly qualified in any core subject area taught. A Teach for America teacher providing instruction in algebra would need to pass the appropriate mathematics Praxis II test.

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**Can the HOUSSE form be used if you are certified in special education and want to be HQ in other core content areas?** Teachers with special education certification can use HOUSSE forms to document content knowledge in core content areas. This would make the special education teacher HQ if coded as providing special education instruction, as teacher of record in the core content area. For example, a HOUSSE in math would allow 195620-Special Education Instruction in Math to be HQ. It would not make the teacher HQ for Algebra which requires a math certificate.

**In the PowerPoint, there is a bullet that reads that the HOUSSE form "cannot be used by teachers who are not appropriately certificated for an assignment." Please explain a little further.** The HOUSSE form is used for meeting highly qualified requirements. It does NOT replace the appropriate certificate needed to teach a subject area.

**Two sections of Spanish are taught by a lifetime certificated art teacher. Can you use the HOUSSE form? She would have over the fifty points.** Without a Spanish certificate, the teacher is not appropriately certified (nor highly qualified) to teach Spanish.

**I don't understand why a core content teacher couldn't take the special education Praxis and be HQ as the teacher of record. How is that different from a sped teacher being HQ by taking a Praxis test in a core content area?** Ordinarily, special education teachers are not highly qualified to teach core subject areas. Special education teachers are highly trained to differentiate instruction. Generally, they do not have the depth of knowledge to teach upper level content areas. A core content teacher can take the special education Praxis test and add special education to their teaching certificate; however, special education is not a core content subject.

**Can you clarify that core teachers (i.e., math, science) cannot take the special education Praxis test to become HQT but can take it for Missouri certification?** Certification and highly qualified for core content areas are two, separate things. Special education teachers are not highly qualified if they teach a core content area (special education programs specialize in differentiation, not in depth of content knowledge) unless they are able to demonstrate content knowledge through passing the appropriate Praxis II test or by using the HOUSSE form.

**Do we understand correctly that a student in an alternative certification program for Special Education will not be considered HQ until they have passed the Praxis II exam – in elementary or a content field?** That is true if he/she is the teacher of record in a core content area. The Praxis II test validates their knowledge of the subject/content field.

**If so, how do students pass that exam in the beginning of the program when they have not received the training to pass the test?** The exam is designed to ensure that the teacher has the content knowledge necessary to effectively teach the course. A few people may already be able to pass the test by having that knowledge. By taking the test early, the student does discover what he/she does not know and can then focus his/her efforts at learning those items.

**Do the 60 college hours have to be instructional or will any 60 hours suffice?** For paraprofessionals, the local district makes the decision on the content. For substitute teachers, the certification section at DESE makes the decision and will ask for courses to be ordinary freshman and sophomore, general education courses.

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**How would we code teachers facilitating PLATO? What are the HQ requirements?** The “teacher of record” is PLATO. The facilitator doesn’t teach the subjects and would not be evaluated for HQ purposes. The course could be coded with an “S” delivery system.

**I would like to know if the sped teacher can use the S delivery system for a computer generated core content class.** If the special education teacher is providing support to the student who is taking an online course, you could consider that “resource instruction” and use the delivery system as IG.

**If we continue to have difficulty getting the HOUSSE forms completed and approved could we have someone from DESE come and assist us on site or set a time to come to them in Jefferson City for help?** Yes. Your district’s federal instructional improvement supervisor can assist you or provide names/phone numbers to assist you.

**What are the qualifications for paraprofessionals?** The “para” must have at least 60 semester hours of college credit or pass the ParaPro Praxis test if they are paid with federal funds.

**Do paras need to be HQT if they are a personal para for a student?** No, personal aides do not need to be highly qualified.

**When showing content expertise in reading for middle school students, can all language arts course work be used to gain points in the course content line of the HOUSSE form or does it have to be just reading courses?** Reading coursework would be best; however, writing and other grammar-based courses found in English or language arts major would also be appropriate.

**Can you address the questions regarding 5th-6th graders in departmentalized settings?** Either an elementary certification or middle-school subject area certification would be appropriate.

**So the Rosetta program Spanish and Spanish via satellite should be coded as "S" correct?** Yes, if those programs are taught by HQ teachers and provide the grade.

**If all teachers are highly qualified in a building, does the principal have to sign the letter stating this?** There is a Title I requirement that all Title I building principals must attest, in writing, that all of their teachers are HQ with the exception of (list any exceptions). If all of their teachers are HQ then they would leave off the “with the exception of” part. A dated and signed statement on school letter head should be kept on file in the district. It will be checked during monitoring visits and does not need to be sent to DESE.