

Help Shape the Teachers of Tomorrow!

The RSD is looking for staff members who are qualified to be Cooperative Teachers for the student teachers beginning in the spring semester. This means you must have taken the required courses and had the certification placed on your teaching certificate **or** you fulfill one of the following criteria below to qualify:

Supervisor of Student Teaching

A. To qualify to perform this supervisory service, a teacher must meet one of the following eligibility criteria:

1. Valid Type A or Level 3 Louisiana certificate in the field of the supervisory assignment;
2. Valid Type B or Level 2 Louisiana certificate in the field of the supervisory assignment and successfully complete the three semester-hour course in the supervision of student teaching;
3. Valid Type B or Level 2 Louisiana certificate in the field of the supervisory assignment and successfully complete assessor training through the Louisiana Teacher Assistance and Assessment Program; and
4. Valid Type B or Level 2 Louisiana certificate in the field of the supervisory assignment and National Board Certification in the field of the supervisory assignment.

Please contact Daphney Young at Daphney.young@rsdla.net if you are interested in becoming a cooperative teacher.

Certification Update

All teachers who need to apply for or renew a Practitioner's License are required to contact Jean Reese at jean.reese@la.gov or 504-373-6200 x20128 to schedule an appointment to complete the application. Please bring the documentation listed below to renew or apply for your initial PL. If you are enrolled in Louisiana Practitioner Teacher Program, you do not need to attend the meeting. PTP will apply for your certificate.

Renewal: Official, sealed transcripts verifying completion of 9 credit hours since your last PL was issued.

Initial PL: Official, sealed transcripts from your undergraduate degree, prescription letter from your alternative certification program verifying enrollment in the program and a \$50 check or money order payable to the Louisiana Department of Education.

Teaching Multiple Subjects?

If you are teaching courses outside of your certification area and you are not teaching on a Practitioner's License, please contact Amber Morgan at amber.morgan2@rsdla.net to apply for an Out of Field Authority to Teach.

Please contact Amber Morgan or Jean Reese if you have any questions regarding certification or need to apply for or renew your certification.

Interns Needed

The Recovery School District is looking for talented, energetic interns in all areas. The internships will include a 10-39 hour work week, professional development and unique learning opportunities. Interns do not need to be college students, but can be anyone interested in gaining experience in the field of education.

More information including the application form is available at www.rsdl.net under Employment.

INSIDE THIS ISSUE

- P1** Certification Update
- P1** Interns Needed
- P2** Announcements
- P2** FAQs

CALENDAR OF EVENTS

DEADLINE TO RENEW OR APPLY FOR PRACTITIONER'S LICENSE

FRIDAY, SEPTEMBER 4, 2009

NEXT PAYROLL DATE

FRIDAY, AUGUST 28, 2009

ANNOUNCEMENTS

- ALL RETIRED REHIREEES WHO RECEIVE PIP PAYMENTS MUST SUBMIT A NEW PIP FORM EACH YEAR. PLEASE CONTACT PAYROLL IN ORDER TO COMPLETE THE FORM.
- PLEASE REMEMBER TO SIGN IN AND OUT DAILY, SIGN YOUR TIMESHEET AND DOCUMENT ALL ABSENCES USING A LEAVE SLIP SIGNED BY YOU AND YOUR SUPERVISOR

“Success is to be measured not so much by the position that one has reached in life as by the obstacles which he has overcome.”

--Booker T. Washington

FREQUENTLY ASKED QUESTIONS

Q: How do I request a substitute?

A: Absences can be reported by going to www.kellyeducationalstaffing.us/recoverysd, clicking on the KASS Login link and entering your ID and PIN. Your principal should be able to provide you with your ID and PIN. Absences can also be reported by calling 1-800-942-3767 from a touch tone phone. You will need your ID and PIN in order to report an absence over the phone. If you are reporting an absence after 7am the day of the absence, please call the local Kelly Staffing office at 504-362-5064.

Q: Do my sick days from 2008-2009 carry over to this school year?

A: Yes. Any used sick leave carries over from one school year to the next.

Q: My certificate expires in August, how do I renew it?

A: If you need to update or renew a certificate, please contact Amber Morgan at amber.morgan2@rsdla.net to schedule an appointment.

Q: I believe I am being paid on the wrong step. How can I get my pay adjusted?

A: If you believe you are being paid at the wrong level, please contact Ashley Johnson at ashley.johnson@rsdla.net.

Q: How do I log onto LEO to see my check stub?

A: You can go to www.louisiana.gov and click on the link for LEO or click [here](#) to go directly to the LEO site. You will need your personnel number. If it is your first time to log on, you will need to click on Password Maintenance and follow the directions.

If you have questions or information that you would like to see in the HR newsletter, email amber.morgan2@rsdla.net.

RECOVERY SCHOOL DISTRICT-HUMAN RESOURCES

LOCATION: 1641 POLAND AVENUE, ROOM 1-A

OFFICE HOURS: MONDAY-FRIDAY 8:30AM-4:30PM

PHONE NUMBER: 504-373-6200 EXT. 20156

EMAIL: HR@RSDLA.NET