January 22, 2015

MEMORANDUM

TO: Local and Intermediate School District Superintendents and Public School Academy Directors

FROM: Venessa A. Keesler, Ph.D.
Deputy Superintendent, Accountability Services

SUBJECT: Appropriate Instructional Assignments for Elementary Certified Teachers and Early Childhood Endorsement Clarification

The 2011 document entitled “Appropriate Instructional Assignments for Elementary Certified Teachers” has been revised to include the most current law, rule, and policy changes.

Please share this communication district-wide with each educator in your district who works in an elementary/early childhood program or who is involved in the placement of teachers in elementary/early childhood programs. General elementary assignment questions may be directed to the Office of Professional Preparation Services technical support staff at 517-373-3310 or MOECSsupport@michigan.gov. Questions regarding early childhood programs and placement may be directed to the Office of Preschool and Out-of-School Time Learning at 517-373-8483.

Attachments

cc: Michigan Education Alliance
APPRIOPRIATE INSTRUCTIONAL ASSIGNMENTS FOR ELEMENTARY CERTIFIED TEACHERS

This document is designed to assist administrators in the appropriate placement of elementary or secondary certified teachers in elementary classroom teaching assignments.

CERTIFICATE GRADE LEVEL DESIGNATIONS

- Elementary teaching certificates issued after September 1, 1988, are valid for teaching all subjects in grades K-5 and content endorsements in grades 6-8; or all subjects in self-contained classrooms up through and including grade 8.

- Elementary teaching certificates issued before September 1, 1988, are valid for teaching all subjects in grades K-8, self-contained, or departmentalized.

- Secondary certificates issued before September 1, 1988, are valid for teaching all subjects in grades 7-8, self-contained, or departmentalized. They are also valid for teaching in the subject areas specified by their endorsements. Please utilize the Quick Reference: Courses document to appropriately place these secondary certified teachers in departmentalized settings.

These certificates have what is known as an “all subjects” designation. The all subjects designation authorizes the holder to teach all subjects under Michigan law, within the grade levels indicated. However, based on the 2008 Elementary Certificate Program Standards the MDE recommends that the holders of these certificates only be assigned to teach departmentalized courses (e.g., music, visual arts, physical education, health, Title I reading, Title I Mathematics, library media) if they hold those specific endorsements OR if they have had appropriate coursework or professional development in the relevant content.

These grade level designations will appear on the Michigan certificate. While these designations are no longer issued to new teachers, they remain valid for those that hold them. (Please note: Federal Highly Qualified requirements still apply.)

Secondary certificates issued after September 1, 1988, are valid for teaching in the subject areas specified by their endorsements. Please utilize the Quick Reference: Courses document to appropriately place these secondary certified teachers.
ADMINISTRATIVE RULES: DEFINITIONS

The revised Administrative Rules Governing the Certification of Michigan Teachers (May 2012) provides the following definitions that are helpful in determining teaching assignments:

R 390.1101 Definitions.

Rule 1. As used in this code:

(a) "Certificate endorsement" means subject or subjects that a teacher is authorized to teach at specific grade levels based on completion of appropriate coursework and passage of the appropriate state teacher subject area examination.

(b) "Departmentalized classroom" means a classroom in which instruction in a specific subject area is provided for a defined period of time.

(d) "Elementary certificate" means an authorization to teach all subjects, kindergarten to and including grade 5, and grade 6 to and including grade 8 in a self-contained classroom and may include one or more subject area endorsements or authorizations to teach in grade 6 to and including grade 8 in departmentalized classrooms.

(e) "Self-contained classroom" means a classroom in which one teacher provides instruction to the same pupils for the majority of the pupil's instructional day.

EARLY CHILDHOOD PROGRAMS

Please note that as of September 4, 2014, the ZS endorsement appears on a Michigan teaching certificate as “Early Childhood PK - General and Special Education (ZS)”.

Holders of the ZS and Early Childhood Education Pre K-K (ZA) endorsements alone are not authorized to teach:

- K-12 special education without also holding a specific special education endorsement, e.g., Learning Disabilities (SM) K-12 and Emotional Impairment (SE) K-12.
- Elementary K-5 without also holding an elementary teaching certificate.

Secondary certificate holders with special education categorical endorsement (e.g., Learning Disabilities and Emotional Impairment) who added the ZS or ZA endorsement are not authorized to teach general
education without the general education elementary endorsement (K-5 all subjects; K-8 self-contained classroom) as well.

**ASSIGNMENT GUIDANCE**

The following table provides examples of appropriate teaching assignments for elementary certified teachers. For some assignments, specific endorsements are required.

<table>
<thead>
<tr>
<th>Assignment</th>
<th>Required Certification and Endorsement</th>
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<tbody>
<tr>
<td>Preschool:</td>
<td>Elementary Education Certificate with Early Childhood Education endorsement (ZA) OR Elementary Education Certificate with Early Childhood PK- General and Special Education endorsement (ZS)</td>
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<tr>
<td>• Great Start Readiness Program</td>
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<tr>
<td>• Title I preschool</td>
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<tr>
<td>Early childhood special education programs for 2 years, 6 months</td>
<td>Elementary Education Certificate with Early Childhood PK- General and Special Education endorsement (ZS) OR Secondary Education Certificate with Early Childhood PK- General with Special Education endorsement (ZS) and categorical special education endorsement OR Secondary Education Certificate with Early Childhood Education endorsement (ZA) and categorical special education endorsement OR Elementary Education Certificate with Early Childhood Education endorsement (ZA) and categorical special education endorsement</td>
</tr>
<tr>
<td>through age 5 (MARSE MCL340.1754 Programs)</td>
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</tr>
<tr>
<td>Kindergarten through grade 8 self-contained classroom and developmental</td>
<td>Elementary Education Certificate A self-contained classroom is one in which 1 teacher provides instruction to the same pupils for the majority of the pupils’ instructional day.</td>
</tr>
<tr>
<td>kindergarten (e.g., Young 5s)</td>
<td><em>It is recommended that either the Early Childhood Education endorsement (ZA) or the Early Childhood PK- General and Special Education endorsement (ZS) be held by teachers selected to teach at the K-3 grade levels. It is not required by law and is locally determined.</em></td>
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</tbody>
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### Elementary & Middle School Language Immersion classroom

(continued)

- Elementary Education Certificate with specific world language endorsement (e.g., Spanish)
  - OR
  - Elementary Education Certificate with specific bilingual endorsement (e.g., Bilingual Chaldean)
  - OR
  - Secondary Education Certificate with Elementary Education endorsement and specific world language endorsement (e.g., German)
  - OR
  - Secondary Education Certificate with Elementary Education endorsement and specific bilingual endorsement (e.g., Bilingual Arabic)
  - OR
  - **Co-teaching model:**
    - Elementary Education Certificate
    - AND
    - Secondary Education Certificate with specific world language or bilingual endorsement (e.g., Japanese or Bilingual Filipino)
    - OR
    - Elementary Education Certificate
    - AND
    - Elementary Education Certificate with specific world language endorsement (e.g., Spanish)

### K-5 grade level content in departmentalized classes

where a teacher is designated the specialist in mathematics, reading, science, social studies, physical education, music, visual arts, health, Title I reading, Title I math, world languages, technology, or library media., etc. (e.g., 4th grade science and K-5 physical education).

- Elementary Education Certificate
  - It is recommended that either the specific endorsement area is listed on the certificate, or content specific courses equivalent to a major or minor, or professional development for advanced knowledge in the specific subject area be evident for teachers selected to teach departmentalized classes. It is not required by law and is locally determined.