



## **District Next Steps if Employing Designated Teachers in 2020-2021**

*This document provides information to districts without an approved local designation system that employ one or more designated teachers. This document will review the process and action steps that districts must follow to meet statutory and administrative guidelines.*

### **Step 1: Identify your designated teachers**

A district will know if they have hired a currently designated teacher by reviewing the teacher's virtual SBEC certificate; designations and expiration dates are visible in the top right corner and a list of designated teachers is available on [www.tiatexas.org](http://www.tiatexas.org).

Designated  
**MASTER  
TEACHER**  
Through 07/31/2024

### ***Texas Educator Certificate***

*This certifies that*

Teachers may also become designated if they hold an active National Board certification or they earn a National Board certification in the 2020-2021 school-year. Districts are encouraged to reach out to their teachers to survey their National Board plans and visit the National Board Certified Teacher (NBCT) [directory](#). Please note that the directory is kept up-to-date by individual NBCTs. They must be listed as a Texas teacher to earn a designation.

### **Step 2: Ensure proper reporting of your designated teachers during TSDS' Class Roster Winter Collection**

Teachers generate allotments for their employing district based on the designated teachers campus(es) of employment as reported in TSDS' Class Roster Winter Submission. Designated teachers will generate an allotment if they meet the following criteria:

- The teacher holds an active lifetime or standard Texas certification issued by the State Board for Educator Certification (SBEC) in a teacher, reading specialist, or Legacy Master Teacher class of certificate.
  - National Board teachers may also qualify with a one-year certificate.
  - Intern and probationary certificates are not eligible.
- The teacher is employed by the district in a role ID coded as 087 as reported in TSDS' Class Roster Winter Submission.
- The teacher was employed and compensated (or will be employed and compensated) by the recommending district in a role ID coded as 087 for at least 90 days at 100% of the day or 180 days at 50-99% of the day.

Allotments are recalculated annually based on each campus' socio-economic need and rural status. Final allotment amounts for 2020-2021 will be posted in April 2021 on [www.tiatexas.org](http://www.tiatexas.org)

### **Step 3: Apply for National Board fee reimbursement if applicable**



Districts may request fee reimbursement for National Board Certified teachers (NBCTs) who earned or renewed their National Board certification in 2019 or later. Visit [www.tiatexas.org](http://www.tiatexas.org) for additional information.

#### **Step 4: Expend the Teacher Incentive Allotment in alignment with statute**

Districts that will receive an allotment and fee reimbursement in September settle-up 2021. The allotment and fee reimbursement will appear as line items in the district Summary of Finance (SOF) report. The TIA program team will send the district a preliminary report in April with itemized allotments by designated teacher and campus. To ensure your district receives this information in a timely manner, please complete the following [TIA form](#). Districts must meet statutory requirements by completing the following:

- Expend the funds by August 31, 2021 in advance of September settle-up
- Expend at least 90% of the allotment on teacher compensation on the campus where the designated teacher worked during TSDS' Class Roster Winter Collection
- Expend up to 10% of the allotment for costs associated with implementing a local designation system including efforts to support teachers in obtaining designations