



Superintendent's Circular

NUMBER:
HRS-HS07.1
Version 01

QUALIFICATIONS FOR ADDITIONAL PROGRAM AREAS

This circular will remain in effect unless rescinded by a subsequent version.

Permanent teachers in Boston Public Schools may choose to apply for additional program areas. These are **non-primary** subject area(s) in which a teacher currently holds license(s).

QUALIFICATIONS FOR ADDITIONAL PROGRAM AREAS

To be deemed qualified in program areas other than the "primary" subject area in which a teacher is currently teaching, a teacher must hold a valid license in the subject area. The Office of Human Resources will verify licensure with the Massachusetts Department of Education. *Re-licensure does not meet this criterion.*

In addition to holding a valid license in the subject area, the employee must satisfy *at least one* of the criteria below:

1. The Massachusetts State license is not more than five (5) years old.
2. A mean score on the Praxis Exam, not more than ten (10) years old.
3. Fifteen (15) course credits, graduate or undergraduate, approved as relevant to the program area qualification. All

coursework must have been completed within the past five (5) years. Original transcripts are required if claiming an area under this provision. When submitting transcripts, please indicate the fifteen (15) course credits relevant to the program area qualification. If transcripts are not submitted by the deadline, the application can be denied.

4. Two (2) years of teaching experience within Boston Public Schools in the subject area in the last ten (10) years. A creditable year is one in which at least 50% of the weekly schedule is in the subject area. A letter from the head of school or principal stating that you taught at least 50% of the weekly schedule in that area and designation of the *specific year(s)* will be required in the area you are claiming under this provision. If a letter is not submitted by the deadline, the application can be denied.

Permanent teachers who wish to apply for additional program areas must submit their request via the [Additional Program Area Request form](#). Supplemental materials must be submitted to the Office of Human Resources by mail or in person.

- Applications and complete documentation must be submitted to the Office of Human Resources by January 15, 2024. Applications received after this date will not be reviewed.

The Office of Human Resources has transitioned to using online forms. The link to the Additional Program Area Request form can be found below. Employees will be required to sign in with their Boston Public Schools Gmail account. Supplemental materials

such as transcripts can be submitted via mail or in person to the Office of Human Resources.

LINK TO APPLY

- [Additional Program Area Request form](#)
- Or copy this URL:
https://docs.google.com/forms/d/e/1FAIpQLSdD7uA5nLZH_uEKE5pP4uD-gYtf74RCtzEcYZrgeauvwmNBB-g/viewform

SUPPLEMENTAL DOCUMENTATION

Application approval is contingent on submission of one of the following documents:

- Official transcript(s) indicating the completion of fifteen (15) graduate or undergraduate course credits relevant to the program area qualification
- A signed letter from the head of school/principal confirming the following information:
 - The subject area you taught (relevant to your application)
 - The specific years (at least 2) during which you taught the subject (must be within the last 10 years)
 - Confirmation that you taught at least 50% of the weekly schedule in that area.

Please submit supplemental documents to the contact listed below.

For more information about this circular, please contact:

Owner:	School Based Staffing
Department:	Office of Human Resources
Mailing Address:	2300 Washington Street, Roxbury, MA 02119
Phone:	617-635-9600
Fax:	617-635-7956
Email:	For additional questions, please submit an HR Inquiry Ticket via the Beacon. This can be found on Access Boston (access.boston.gov).

Mary Skipper, Superintendent