

NBCT Eligibility and Processes and Procedures for Teachers in Out of Classroom Position

Check your eligibility for the NBCT Differential

Eligible

- A permanent employee of Los Angeles Unified in a position represented by UTLA
- Have current National Board Certification from the National Board for Professional Teaching Standards
- Teacher that works in a classroom setting directly with students daily
 - 60% of each day or more (as indicated on the job description and monthly calendar): 100% eligibility
 - 50-59% of each day (as indicated on the job description and monthly calendar): 50% eligibility
- If part or all of the assignment is in an 'out of the classroom' position the job flyer/description and sample schedule on the calendar template must be submitted to determine eligibility—if you have already been serving in the position it should be a calendar representing an actual month of service

Ineligible

- Not an employee Los Angeles Unified, not in permanent status, or not in a position represented by UTLA
- Teacher that works in a classroom setting directly with students daily for less than 50% of the day
- Work in a classroom setting directly with students daily is not a part of the job description (on official job flyer or class code job description)
- Temporarily ineligible while on leave for 20 days or more—see guidelines to notify NBC office of begin/end dates of leave; if temporarily out of the classroom for other reasons contact peggy.presley@lausd.net to clarify if you will be eligible for the differential during that time

Full or Part Time Assignment Other than Classroom Teacher

- Classroom Assignments such as Resource Specialist, Itinerant Teachers or Library Media Teachers who work with students 50% or more of the day qualify under the classroom teacher guidelines above
- These procedures must be followed for any position that is not a full-time classroom teacher assignment. This includes, but is not limited to, coordinatorships, instructional coaches, advisors or teacher experts

Procedures for Teachers in Out of Classroom Position that meet Eligibility Criteria Above

- Open the Schoology Course NBC Out-of-Classroom Positions. The access code will be on the forms page of the NBC website.
- Upload the official flyer/job description and a sample monthly calendar indicating the projected time in classrooms in one combined pdf.
- You will receive a 'score' indicating eligibility for the NBC incentive: 100%, 50% or 0%.
 - Please note that it is VERY RARE to be eligible for more than 50% of the incentive. A limited number of assignments have been designed specifically to provide direct instruction to students for 60% of the day or more to meet specific goals and may be eligible for the full incentive
- Once you have received confirmation of the percentage of the NBC incentive you are eligible for take a screenshot of the grades page of the Schoology course showing the eligibility percentage and include it with your PAC submission (one combined pdf). If you have more than one position both PAC forms as well as the confirmation must be included in the pdf.
 - IMPORTANT! The PAC form should not show a greater eligibility percentage than the Out-of-Classroom percentage confirmed.
- A calendar validated by the school site principal showing a minimum of 50% of each day or more in the classroom providing direct instruction to students, specifically indicating classrooms worked in, must be submitted monthly to maintain eligibility. The NBC Out-of-Classroom Calendar Template must be used. 100% eligibility will only be confirmed after submission of a calendar validated by your principal/supervisor for more than 60% of the day.

If you have a question about your eligibility based on the criteria, please contact the NBC Office.

NBC Out-of-Classroom Guidelines Eligibility Checklist

If part or all of your position is out of the classroom, please refer to the following checklist to determine if you are eligible to submit the assignment for consideration to receive the NBC incentive. (Note: RSP, itinerant and library media teachers qualify as classroom teachers. **You must be in a permanent position represented by UTLA to qualify.**)

- I am assigned to a classroom as the teacher of record for 50-59% of the day (3 periods for secondary assignments). I have an out-of-classroom position for the other 50% of the day.**
 - This qualifies for 50% eligibility. Follow the guidelines to submit your documents and receive confirmation.

- I am assigned to a classroom as the teacher of record for 60% of the day (4 periods for secondary assignments). I have an out-of-classroom position for the other 40% of the day.**
 - This qualifies for 100% eligibility. Follow the guidelines to submit your documents and receive confirmation.

- My assignment is a full-time out-of-classroom position —all of the following apply**
 - There is an official flyer/job description for the position
 - The official flyer/job description includes a requirement to provide direct instruction to students for 50% of the day or more (if this is not listed, it does not qualify)
 - My position will involve a minimum of 50% or more of each day in a classroom providing direct instruction to students—there will not be days that are scheduled as entirely out of the classroom days. I will be able to validate this on a monthly calendar signed by my supervisor and submitted in Schoology.
 - It is reasonable to be able to complete all of the other responsibilities outlined in the position description/flyer while still working in the classroom providing direct instruction to students for the minimum amount of time daily.

If you are able to meet one of the criteria above join the NBC out-of-classroom Schoology course and submit all required documentation.

A confirmation from this course must be submitted with your PAC to be eligible for the assignment.