

**APPENDIX T**  
**MEMORANDUM OF UNDERSTANDING**

2006-07 Hiring Process for Currently Employed Special Education Permanent Substitutes and Those Holding Emergency Certification: April 6, 2006

The following constitutes an agreement between the Springfield Education Association and District 186 regarding the 2006-2007 Hiring Process for Currently Employed Special Education Permanent Substitutes and Those Holding Emergency Certification.

Each year it is the district's goal to fill all special education teaching positions with fully certified special education teachers. When we are not able to achieve this goal, we have been fortunate to hire a number of very capable teachers, certified in other areas of teaching and willing to pursue Emergency Special Education Certification. Persons employed under these conditions are hired for one year only and have been released at the March 7 Board Meeting.

As you plan for the 2006-07 school year, please be reminded of the following procedures for filling these vacancies:

1. Positions currently held by permanent subs and those holding emergency certification are placed on the vacancy list and fully certified teachers currently employed in the district have an opportunity to be considered as outlined in the contract. Posting of special education voluntary transfer positions will begin March 21, 2006.
2. If the position remains unfilled after the voluntary transfer process has been completed, the position is then made available to released certified special education teachers AND new hires.
3. Persons holding emergency certification can be offered positions when the pool of certified special education teachers has been exhausted. It has been very difficult to find qualified persons as early as May and June. Therefore, we will offer positions to our ER certified teachers as soon as we can determine that a highly qualified teacher cannot be located for a particular vacancy. We have many good teachers in these positions who are pursuing special education coursework and who want to continue teaching students with disabilities.
4. Permanent substitutes will only be utilized when all other attempts to fill positions have been exhausted.

*Extended for the 2008-2010 contract.*