



Wyoming Department of Education
Highly Qualified Teacher Monitoring
2010-2011

It is the responsibility of the WDE Federal Programs Unit to monitor Wyoming school districts for compliance with the NCLB Highly Qualified Teacher Requirements outlined in the law, the State Highly Qualified Teacher Plan, and the District Highly Qualified Teacher Plan. Title II-A program managers and WDE consultants will monitor Wyoming School Districts for the following:

- A copy of the approved District HQT plan, with the assurance page signed by a WDE representative, is on file.
- Each principal has on file:
 - Individual Professional Development Plans for teachers to become highly qualified
 - Section I of the District Highly Qualified Teacher Plan completed for his/her school
 - Evidence of monitoring the plans for teachers in his/her school
- School principals at each school maintain a data profile that includes
 - 1) assignment,
 - 2) experience, and
 - 3) highly qualified statusfor each teacher employed in the school. (Or have immediate access to a district system that includes this information by school)
- In districts that have more than one school serving the same grade band, evidence that the district is addressing the equitable distribution of highly qualified, experienced teachers. Evidence may be policy, data, plans, etc. An analysis that includes teacher, minority, and poverty data is expected.
- Plans and samples of HQT recruiting efforts including, but not limited to, media advertisements, Internet postings, career fair plans, etc.
- Plans, policies, and/or procedures for retaining highly qualified teachers.