

Professional Learning Communities Support System

Brunswick School Department
www.brunswick.k12.me.us/certification/

Steering Committee Members:

Coffin School: Joyce Foley, Chair
Longfellow School: Emily Moll
Jordan Acres School: Richard Weafer
Hawthorne School: Diana Dietrich
Brunswick Junior High: Merrill Bean and Sharon Callahan
Brunswick High School: Bob Van Milligan, Deborah Bartley Wing,
and Margaret Dalrymple, Assistant Chair
Administrative Representative: Greg Bartlett

Committee Responsibilities:

1. Grant certification credits to Independent Studies, in-services or staff development.
2. Assign mentors for teachers holding Provisional or Conditional Certifications, or those working toward a Master Teacher Certification.
3. Approve Teacher Action or Professional Renewal Plans.
4. Maintain accurate; confidential records on your certification status.

Staff Responsibilities:

1. To hold a valid certification for the position for which you were hired.
2. To work with the building certification representative and a mentor if necessary.
3. To file a Teacher Action Plan or Professional Renewal Plan at least 2 years before your certification expires.
4. To have taken the required Exceptionalities course.
5. To file a state renewal form and have fingerprints taken before the end of the school year in which your certification expires.

FAILURE TO COMPLETE THIS PROCESS PUTS YOUR JOB IN JEOPARDY

Time Line: Meet with your representative before October 1st. If you need further assistance contact me at Coffin School at 319-1950.

The Steering Committee meets monthly and our meeting dates will be posted in your school.

Highly qualified teacher forms are available at: (<http://www.state.me.us/education>)

