

P4027 CERTIFICATION/LICENSING

BOARD POLICY:

All teachers and management employees shall hold at all times during employment an appropriate regular professional certificate issued by the Kansas State Board of Education and/or other appropriate licensing agency, if such is required, for the level and the professional position and/or subject for which he/she is employed.

Administrative Implemental Procedures:

1. The term "teacher" is used in this policy as the term is defined in the Teachers Employment Agreement.
2. A one-year provisional, one-year nonrenewal, three-year, five-year, and life certificates shall be considered regular certificates.
3. A 90-day substitute teaching certificate shall be considered a *temporary* certificate.
4. A 30-day substitute teaching certificate is identified by the State Department of Education as an *emergency* certificate.
5. It is the responsibility of the individual employee to:
 - a. Meet the specific certification/licensing requirements of his/her position
 - b. Secure and maintain a valid, regular, current professional certificate/license
 - c. Register the certificate/license with the Human Resources Division.
6. Assignments to regular contractual positions will be made to employees with a regular professional certificate/license.
7. For positions not specifically delineated in the *State Certification Handbook*, individuals may be employed without specific teacher education preparation.
8. Qualifications for a position may be imposed by Unified School District 259 which are in excess of the minimum qualifications set forth in the *State Certification/Licensing Handbooks*.
9. Certain positions may require special vocational-technical certification/ licensing.
10. In the event an employee allows his/her regular certificate/license to lapse but still qualifies for a temporary substitute certificate for the position held, the employee shall be continued on the appropriate salary schedule at the same step and level held at the time his/her regular certificate/license expired.

11. After reviewing the particular circumstances relating to an individual teacher whose regular certificate/license has expired, the teacher may be continued in the position held or may be:
 - a. Reassigned from his/her position to the status of relief teacher with duties as a substitute teacher.
 - b. Retained in a relief teacher assignment until the expiration of his/ her temporary substitute teaching certificate/license or until he/she is issued a renewal of the regular certificate/license and a contractual position for which he/she qualifies is available.
12. A teacher shall not be continued in employment as a teacher on the basis of qualifying for an emergency substitute teaching certificate unless teachers holding appropriate valid regular certificates or regular substitute certificates are not available to assume the teacher's assignment. (State Rule 91-1-60 from the Certification Teacher Education Regulations issued by the Kansas State Board of Education.)
13. In the event an employee allows his/her regular certificate/license to expire and does not qualify for temporary certification/licensing, the employee shall be suspended without pay and be served a 15 calendar day notice of termination of his/her services.

Administrative Responsibility: Human Resources

Latest Revision Date: November 2005

Previous Revision Date: July 1994 P4027