

LICENSED PERSONNEL DEFINED

Licensed personnel, including administrators, are those school district employees required to hold appropriate certification from the State Department of Education for their position as required by the State Board of Educational Examiners. Certification required for a position will be considered met if the employee meets the requirements established by the State Department of Education.

It shall be the responsibility of the superintendent to establish job specifications and job descriptions for licensed personnel positions, other than the position of the superintendent. Job descriptions shall be approved by the board.

Licensed personnel must present evidence of current certification to the board secretary prior to payment of salary each year.

Up-to-date transcripts including most recent under-graduate and graduate work completed, along with teaching certificates and approval statements, must be kept on file in the superintendent's office.

Legal Reference:        PERB v. Iowa State Board of Public Instruction, 216 N.W.2d 339 (Iowa 1974).  
                              Clay v. Independent School District of Cedar Falls, 187 Iowa 89, 174 N.W. 47  
                              (1919).  
                              Slone v. Berlin, 88 Iowa 205, 55 N.W. 341 (1893).  
                              Iowa Code §§256.7(3), 272.6, 272A, 279.8, 294.1, .2 (2015).  
                              281 Iowa Admin. Code 12.4, 41.25.  
                              1940 Op. Att'y Gen. 375.  
                              282 I.A.C. 14.

Cross Reference:        405.2     Licensed Personnel Qualifications, Recruitment, Selection  
                              411.2     Support Personnel Qualifications, Recruitment, Selection

Approved:            October 22, 1990  
Reviewed:            May 11, 2015  
Revised: