

Procedure 435 - Qualification of Personnel

- I. Before the employment of any non-certified employee becomes valid, the employee must file any required license or other qualification in the Human Resources Department.
- II. Before the employment of a licensed teacher or administrator becomes valid, the Human Resources Department will verify with the Minnesota Department of Education (MDE) that the individual has a valid license for the position for which he/she is being hired.
- III. Before the employment of other licensed personnel (health specialists, occupational therapists, school nurses, school social workers) who are required to hold a license or qualification from a licensing agency other than the Minnesota Department of Education becomes valid, he/she must file the required license(s) or other qualifications in the Human Resources Department.
- IV. Each employee is solely responsible for the renewal, upon expiration date, of the license or qualification under which he/she serves and for the filing (filing applies to all non-MDE licenses only) of the license or qualification with the Human Resources Department. Failure to maintain required licenses or qualifications or failure to file credentials with the Human Resources Department may result in being placed on administrative leave without pay during the time the employee is without proper license or qualification and may lead to termination if the license or qualification is a minimum requirement of the job. If the license or qualification is in addition to the minimum requirement for the job and merits incentive pay, failure to ensure that a valid copy of the license or qualification is on file with the Human Resources Department prior to the expiration date may result in forfeiture of incentive pay until a valid copy is on file.

Procedure Dated: 4/13/04
(formerly Policy 4113 & 4213)

Legal References:

M.S. 122A.16 Qualified Teacher Defined
M.S. 122A.22 District Verification of Teacher Licenses

School Board
INDEPENDENT SCHOOL DISTRICT 279