

# MINNETONKA PUBLIC SCHOOLS

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## LICENSE STATUS

### Policy #424

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#### 1.0 PURPOSE

The purpose of this policy is to ensure that qualified teachers and administrators are employed by the District and that the District fulfill its duty to ascertain the licensure status of its teachers and administrators. A school board that employs a teacher or administrator who does not hold a valid teaching license or permit places itself at risk for a reduction in state aid. This policy does not negate a teacher or administrator's duty and responsibility to maintain a current and valid license.

#### 2.0 GENERAL STATEMENT OF POLICY

- A. A qualified teacher or administrator is one holding a valid license to perform the particular service for which the teacher or administrator is employed by the District.
- B. No person shall be a qualified teacher or administrator until that person has filed for record with the Superintendent or designee, a license, or a copy thereof, authorizing that person to teach or be an administrator in the District and perform the particular service for which the teacher or administrator is employed by the District, or otherwise meets the requirements of Minnesota law.
- C. The District has a duty to ascertain the licensure status of its teachers and administrators and ensure that the District's teacher and administrator license files are up to date. The District shall establish a procedure for annually reviewing its teacher and administration license files to verify that every teacher or administrator's license is current and appropriate to the particular service for which the teacher or administrator is employed by the District.

*Board Approved: March 4, 2004*