

# TEACHER AND ADMINISTRATOR QUALIFICATIONS AND REQUIREMENTS

## POLICY 246



LAKES INTERNATIONAL LANGUAGE ACADEMY  
An IB World School  
District #4116

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### I. PURPOSE

- A. This policy outlines the requirements for the employment of teachers and administrators at Lakes International Language Academy (LILA), consistent with the provisions of Minnesota Statutes 124E.12 and 124E.06, ensuring that all teaching and administrative staff meet state qualifications, licensing requirements, and professional development standards.

### II. DEFINITIONS

- A. Teachers: Employees holding valid teaching licenses, as required under Minnesota Statutes section 122A.06, subdivision 2, for the specific services they provide at the school.
- B. Administrators: Individual members of the District Leadership Team.
- C. Management: Those school leaders not on the District Leadership Team who perform supervisory duties and instructional leadership.
- D. Preschool and Prekindergarten Programs: Programs established under Minnesota Statutes section 124E.06, subdivision 3, for which teachers must be knowledgeable in early childhood education and hold the appropriate qualifications.

### III. TEACHER QUALIFICATIONS

- A. Licensed Teachers
  - 1. LILA must employ or contract with necessary teachers who hold valid Minnesota teaching licenses to perform the services for which they are employed. Teachers in the Pre-K and prekindergarten programs must have specific knowledge in early childhood curriculum content, assessment, and instruction, including English and native language programs, per section 124E.06, subdivision 3.
- B. Unlicensed Staff
  - 1. The school may employ unlicensed staff for duties not related to teaching, such as support services, and may also contract for external services as necessary.
- C. Terms of Employment
  - 1. LILA shall provide each prospective employee with a written description of the terms and conditions of employment, as well as relevant personnel policies.

### IV. ADMINISTRATOR QUALIFICATIONS

- A. Establishment of Qualifications
  - 1. LILA's Board of Directors must establish qualifications for all persons holding administrative, supervisory, or instructional leadership roles. These qualifications must include a minimum of a four-year degree or equivalent experience, as well as competencies in:

- a) Instruction and assessment
  - b) Human resource and personnel management
  - c) Financial management
  - d) Legal and compliance management
  - e) Effective communication
  - f) Board and community relationships
2. The established qualifications will serve as the basis for job descriptions, hiring processes, and performance evaluations.

#### B. Professional Development

##### 1. Non-Licensed Administrators

- a) Administrators without a school administrator license must complete a minimum of 25 hours of annual competency-based training, corresponding to the individual's professional development plan approved by the board. Training must cover essential areas, including but not limited to:
  - (1) Instruction and curriculum
  - (2) Teacher and staff development
  - (3) Financial and legal compliance
  - (4) Cultural competency
  - (5) Charter school governance

##### 2. Licensed Administrators

- a) Licensed administrators must complete at least 10 hours of training in charter school law, governance, and board relationships within their first year of employment.

##### 3. Training Certification

- a) All training must be documented, certified by the instructor, and filed in the administrator's personnel records. The completion of required training shall be part of the annual performance review.

#### C. Annual Reporting

1. LILA must include documentation of professional development completed by administrators in the school's annual report.

### V. ADDITIONAL PROVISIONS

#### A. External Employment and Consulting

1. No administrator may serve as a paid consultant or administrator for another charter school without the approval of two-thirds of both schools' boards and notification of the authorizer.

#### B. Board Service

1. An administrator may not serve on the board of directors of another charter school, except as an ex-officio member when serving multiple schools under a shared administrative arrangement.

**VI. WHISTLEBLOWER PROTECTION**

- A. The LILA Board of Directors is subject to Minnesota Statutes section 181.932 regarding whistleblower protections, ensuring that employees may report violations without fear of retaliation. See Policy 230 Whistleblower Protection.

**VII. POLICY REVIEW**

- A. This policy will be reviewed annually by the Board of Directors to ensure compliance with state law and reflect best practices in charter school administration.

**REVISION HISTORY**

| Date     | Status  | Date | Status | Date | Status |
|----------|---------|------|--------|------|--------|
| 12/10/24 | Adopted |      |        |      |        |