

PROFESSIONAL LICENSURE AND COMPENSATION

A. Teaching and Administrative Contracts

As required by law, all persons employed as teachers or in any other position requiring professional licensure administered by the Ohio Department of Education and Workforce must have on file a legal educator license/certificate, or true copy thereof, to teach the subject or grades taught, or to otherwise perform the duties of the position to which the person is assigned. No compensation may be paid until evidence of such license or certificate has been provided.

If the only current license held by a teacher is a short-term or long-term substitute license, the teacher shall be compensated as a substitute teacher regardless of the position held or any previous salary paid. After regular licensure/certification is provided, a teacher performing regular teaching duties will be restored to regular teacher pay rates, but without any retroactive adjustment

Notwithstanding the above, compensation may be paid in the following circumstances:

1. to a teacher without evidence of licensure/certification during the first two months of a teacher's initial employment in the District. A person employed under this exception shall be paid on the regular teachers' salary schedule.
2. to a substitute teacher for a period of sixty (60) days while the teacher's application for licensure is pending before the Ohio Department of Education and Workforce. A person employed under this exception may only be compensated at the rate paid to substitute teachers.

B. Supplemental and Pupil-Activity Contracts

Persons employed as coaches or to supervise any type of pupil-activity program must satisfy the requirements established by the Ohio Department of Education and Workforce, including sudden cardiac arrest (SCA) training, concussion training, cardio-pulmonary resuscitation (CPR) training, first-aid training, mandatory mental health training and the issuance of a pupil-activity permit.

In order to ensure compliance with these requirements, no person will be recommended for employment as a coach or pupil-activity supervisor until such time as all required certifications and/or permits are on file.

[Adoption date: June 21, 2006]

Revised: May 20, 2025

Legal Ref: ORC 3313.511, 3313.539, 3313.5310, 3313.5318, 3319.10, 3319.101, 3319.30, 3319.303, 3319.36.

OAC Chapters 3301-23, 3301-24, 3301-27, Ohio Ethics Commission Advisory Opinion 2008-01