

CERTIFICATION

It is the responsibility of the employee or prospective employee to provide the district with official evidence of a valid license or certification, including initial certificates and licenses.

Until evidence of valid certification is on file with the school district, complete processing of applications will not take place, teaching contracts cannot be executed, and employment recommendations cannot be made to the board of education.

Applicants may be permitted to perform services as a non-certified substitute teacher at the current substitute pay rate. Employment as a substitute teacher will be for a period of time not to exceed that set by state law. (See policy DPB.) After expiration of this time limit, no further professional services may be provided by the applicant during the current school year until official certification is on file with the district and an employment contract is executed.

Contract salary payment can be retroactive only to the date of the certificate.