



Cache County School District Policy Series 5000: Personnel

Policy No. 5130

LEA Teacher License/Endorsement Code

I. Purpose:

The purpose of this policy is to identify CCSD-LEA-Specific licensing / endorsement requirements pursuant to the conditions outlined in Utah Administrative Rule R277-301.

II. Policy:

The following procedures are established to identify qualification requirements and guidelines for the issuance of CCSD LEA-Specific licensing and endorsements.

III. Procedure:

A. Educator License/Endorsement Requirements:

1. CCSD-LEA License Eligibility Criteria: All applicants must:
 - a. Complete a bachelor's or higher degree in a related field of study; or
 - b. Have exceptional or specialized occupational experience, training, or expertise related to the area of assignment; and,
 - c. Complete a criminal background check including review of any criminal offenses and clearance in accordance with Rule R277-214; and,
 - d. Complete the educator ethics review described in Rule R277-500 within one calendar year prior to the application; and,
 - e. Complete the following Professional Learning Modules (linked to the USBE web site):
 - i. Educator ethics;
 - ii. Classroom management and instruction;
 - iii. Basic special education law and instruction; and
 - iv. Utah Effective Teaching Standards described in R277-530.
2. CCSD-LEA Endorsement Eligibility Criteria:
 - a. This authorization is issued for a temporary period upon request from a District administrator for a licensed teacher (LEA, Associate, or Professional) who is not endorsed in the area of assignment.

B. Approval:

1. The application must receive approval from the CCSD Board of Education in a public meeting no more than 60 days prior to the application and include:
 - a. Explanation for the appointment of a CCSD-LEA-Specific license or endorsement.
2. Applicants placed on a CCSD-LEA Specific Licenses serve under temporary (at-will) employment agreements subject to termination at any time at the sole discretion of the Cache County School District.
3. A CCSD-LEA-Specific License, license area, or endorsement is valid for up to three years subject to demonstration of adequate progress consistent with the

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Associate Licensing Plan, successfully putting into effect guidance from an instructional coach, and the observations / recommendations of administration. After three years renewal of the license is subject to the approval or denial of the State Board of Education.

4. A CCSD-LEA-specific license expires immediately if the educator's employment with the District ends and the educator is not rehired as an educator in the next contract year.
 5. The District is not authorized to provide an LEA-specific educator license in the area of:
 - a. Special Education; or
 - b. Preschool Special Education.
- C. CCSD-LEA Specific License Mentoring/Learning Coach Program for pedagogical support.
- The CCSD-LEA Specific License incumbent must participate in the following Mentoring Program:
1. The District shall provide a mentoring program by a trained mentor educator who:
 - a. holds a professional educator license; and
 - b. is assigned as an instructional coach or equivalent position
 2. A District Instructional Coach will not evaluate the educator; however, all employees to include Instructional Coaches must promptly report educator misconduct in violation of the District's Code of Conduct found in Policy 1730.
 3. An Instructional Coach will help the CCSD-LEA Licensed Educator meet the Utah Effective Educator Standards established in Rule R277-530 by:
 - a. Assisting the educator with a Self-Assessment (SA).
 - b. Ensuring that the educator has an Individual Learning Plan (ILP).
 - c. Meeting regularly with the educator for coaching observations and feedback.
 - d. Reflecting, reviewing, and reassessing at regular intervals.
 4. The Applicant and the District will jointly develop an Associate Licensing Plan to:
 - a. Encourage transition from a CCSD-LEA license to a Professional License.
 - b. Identify applicable educational, skill, and/or content knowledge requirements for enrollment in a qualified educator preparation program.
 - c. Identify paths and opportunities to prepare for the successful passage of a pedagogical performance assessment.
 - d. Develop significant competency and knowledge sufficient to justify an extension request from the Utah State Board of Education for a continued CCSD-LEA License if transition to an Associate License is not reasonable or applicable.
- D. The District shall post percent of LEA-specific licenses, license areas, or endorsements on each school's website.



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Legal References:

Synopsis:

Approved by the Board of Education: March 19, 2020