

# Board Policy

Code No. 408.4

## LICENSURE

Licensed employees shall be licensed for the position the employee holds with the school district. The employee shall meet the licensed requirements set out by the Board of Educational Examiners. A copy of the employee's current license must be presented to the Superintendent or designee prior to payment of any annual salary.

Up-to-date transcripts including most recent undergraduate and graduate work completed, along with teaching license and approval statements must be kept on file at the Administration Center.

It is the responsibility of the employee to maintain an up-to-date license and transcripts on file at the Administration Center.

*Legal Reference:* Iowa Code Section 20.7, 279.8 (1989).

*Cross Reference:* 303.1 Superintendent of Schools  
304.2 Administrative Qualifications, Recruitment, Appointment  
407.4 Licensed Employee Dismissal & Suspension

*Approved:* September 16, 1991

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