

July 21 2020 –

KCSD-LEA-Specific Teacher License/Endorsement

Update required because of June 2020 modifications to Utah Administrative Rule R277-301

1. **Purpose:** The purpose of this policy is to identify KCSD-LEA-Specific licensing / endorsement requirements pursuant to the conditions outlined in Utah Administrative Rule R277-301.
2. **Policy:** The following procedures are established to identify qualification requirements and guidelines for the issuance of KCSD-LEA-Specific licensing and endorsements.

3. Procedure:

3.1. Educator License/Endorsement Requirements (Reference Form Attached to this Policy).

3.1.1. KCSD-LEA License Eligibility Criteria: All applicants must:

- Complete a bachelor's or higher degree in a related field of study; or Have exceptional or specialized occupational experience, training, or expertise directly related to the area of assignment; and,
- Complete a criminal background check including review of any criminal offenses and clearance in accordance with Rule R277-214; and,
- Complete the following Professional Learning Modules (<https://usbe.instructure.com/enroll/D9XGLB>):
 - Educator ethics;
 - Classroom management and instruction;
 - Basic special education law and instruction; and
 - Utah Effective Teaching Standards described in R277-530.

3.1.2. KCSD-LEA Endorsement Eligibility Criteria:

- 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.

3.2. Approval:

- 3.2.1. The application must receive approval from the KCSD Board of Education in a public meeting no more than 60 days prior to the application and include:

- Rationale for the appointment of a KCSD-LEA-Specific license or endorsement.
 - Verification that there is an inadequate supply of highly qualified and suitable licensed applicants in the license and endorsement area as demonstrated by posting the position for a reasonable period of not less than one week. (Not required for less than half-time [$<.5$ FTE] applicants)
 - Where applicable include an Associate Licensing Plan.
- 3.2.2. Applicants placed on a KCSD-LEA Specific Licenses serve under temporary (at-will) employment agreements subject to termination at any time at the sole discretion of the Kane County School District.
- 3.2.3. A KCSD-LEA-Specific License, license area, or endorsement is valid for up to three years subject to demonstration of adequate progress consistent with the Associate Licensing Plan, successfully putting into effect guidance from the Learning 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.
- 3.2.4. A KCSD-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.
- 3.2.5. LEA-specific educator license area of concentration may only be issued for one school year and may not be renewed in the area of:
- Special Education; or
 - Preschool Special Education.

3.3. KCSD-LEA Specific License Mentor Teacher Program for pedagogical support.

The KCSD-LEA Specific License incumbent must participate in the following Mentoring Program:

- 3.3.1. The District shall provide mentoring program by a trained mentor educator who:
- holds a professional educator license; and
 - is assigned as an instructional assistance or equivalent position
- 3.3.2. A District Teacher Mentor will not evaluate the educator; however, all employees must promptly report educator misconduct in violation of the District's Code of Conduct found on Policy DAI.
- 3.3.3. A Mentor Teacher will help the KCSD-LEA Licensed Educator meet the **Utah Effective Educator Standards** established in Rule R277-530 by:
- Assisting the educator on ObserverTab with completing Self-Reflection and following up with an Professional Learning Plan (PLP).
 - Meeting regularly (at least three times a year) with the educator for coaching observations and feedback.
 - Documenting the mentor observations with the KSD Mentor Observation Form.

3.3.4. The Applicant and the District will jointly develop an **Associate Licensing Plan** to:

- Encourage transition from a KCSD-LEA license to a Professional License.
- Identify applicable educational, skill, and/or content knowledge requirements for enrollment in a qualified educator preparation program.
- Identify paths and opportunities to prepare for successful passage of a pedagogical performance assessment.
- Develop significant competency and knowledge sufficient to justify an extension request from the Utah State Board of Education for a continued KCSD-LEA License if transition to an Associate License is not reasonable or applicable.

3.4. The District shall post a link to the following information on each school's website.

- A list of the percentages of the types of licensed, license areas, and endorsements (to include LEA licenses) held by educators assigned to each school in the District based on the employee FTE; and,
- The current link to the Utah Educator Lookup tool on the Utah Board of Education website:
(<https://cactus.schools.utah.gov/PersonSearch>)