

## License Requirements

1. The human resources department shall maintain a credential file on all licensed personnel employed by the district. This file shall include a copy of the employee's valid Oregon teaching and/or administrative license.
2. It is the responsibility of the employee to maintain a valid license with proper endorsements. If a licensed employee fails to complete the necessary courses to maintain the proper endorsements for his/her assignment, the district will not request nor support special licensure. The district may request approval of a mis-assignment for the remainder of a school year, or may terminate the employee for failure to maintain proper licensure.
3. If a renewed license has not been filed in the human resources office on or before 120 calendar days after the expiration date posted on the license, the director of human resources shall prepare the written materials for the suspension and possible termination of the employee.
4. The superintendent will then suspend the employee. The superintendent will mail the notice of suspension to the employee by certified mail at the address that the employee has on file with the human resources office.
5. At any time thereafter, the superintendent may request that the Board terminate the suspended employee.
6. The district, insofar as possible, shall assign teachers to the areas for which they are licensed. If a teacher is currently mis-assigned, or is scheduled to be mis-assigned, the mis-assignment can be corrected by the teacher obtaining an additional endorsement through a National Teacher Examination, or similar test. The teacher shall be encouraged to take the test. The district will pay the testing fee, plus mileage at the district-approved rate to and from the testing center.
7. The district may also pay the testing fee and mileage for any teacher requested by the district to obtain an additional endorsement, or who obtains an endorsement of demonstrable value to the district.
8. Payment of testing fees and mileage for teachers who are not mis-assigned must have the approval of the supervisor and the director of human resources prior to scheduling of the test.