

# Malheur Education Service District

Code: **GCA**  
Adopted: 9/20/05  
Readopted: 7/15/14  
Orig. Code(s): GCA

## License Requirements

The Board shall require licenses for all employment positions identified as needing licenses by Oregon Revised Statutes and Administrative Rules.

1. The superintendent and/or designee shall determine the licensure requirement for each employment position.
2. It is the responsibility of the individual employee to acquire his/her initial license, allow for the ESD to verify the license, maintain the license by meeting the requirements of the appropriate issuing authority and make timely application for renewal so that the renewal is received by the employee and registered in the ESD prior to the expiration of the previous license.
3. The superintendent may initiate a request for special licensure or misassignment when it is in the best interest of the ESD.
4. Employment of each licensed employee is conditional upon that employee holding proper licensure. The superintendent may transfer, suspend or terminate an employee whose license is not valid for their current assignment or has expired.
5. Substitute teachers shall hold valid licenses, registered with the ESD, and shall be assigned to fill classroom assignments when the regular teacher is unable to carry out the duties of their assignment.

END OF POLICY

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### Legal Reference(s):

[ORS 342.120 - 342.203](#)

[OAR Chapter 584](#)