

# Series 400 – Employees

Policy Title: LICENSED EMPLOYEE DEFINED

Policy Code No. 405.1

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Licensed employees, including administrators, are those employees required to hold an appropriate license from the Iowa Department of Education for their position as required by the Iowa Board of Educational Examiners or others with professional licenses. Licenses required for a position will be considered met if the employee meets the requirements established by the Iowa Department of Education.

It is the responsibility of the superintendent to establish job specifications and job descriptions for licensed employees' positions, other than the position of the superintendent. Job descriptions may be approved by the board.

Licensed employees must present evidence of current license to the board secretary prior to payment of salary each year.

Date of Adoption        12/16/2019

Review Date

Revision Date

Legal Ref.:    Clay v. Independent School District of Cedar Falls, 187 Iowa 89, 174 N.W. 47  
                  (1919)  
                  Iowa Code §§ 256.7(3); 272; 279.8  
                  281 I.A.C. 12.4; 41.25.  
                  282 I.A.C. 14.  
                  1940 Op. Att'y Gen. 375.

Cross Ref.:    405.2 Licensed Employee Qualifications, Recruitment Selection  
                  410.1 Substitute Teachers  
                  411.1 Classified Employee Defined