

EMPLOYMENT REQUIREMENTS AND RESTRICTIONS:  
CREDENTIALS AND RECORDS

DBA  
(LOCAL)

---

MASTER  
TEACHER  
STIPENDS

At the end of the school year, a master teacher shall be paid the stipend for any month in which the teacher performed the prescribed duties for more than ten days. [See DBA(LEGAL)]

If the number of master teachers exceeds the grants allocated, the District shall first fund the stipends for master teachers in their second or third year in the master program, as required by law. The District shall distribute the remaining funds among newly assigned master teachers based on:

LOCAL  
CRITERIA

1. Length of time teaching in the subject area.
2. Seniority in the District, as measured from the employee's most recent date of hire.

PROFESSIONAL  
PERSONNEL

CREDENTIALS

Personnel shall possess valid credentials before contracts are issued, duties are assigned, or payment is made from any source of funds. Within the time allotted by SBEC and by the District, each teacher who is employed with an emergency permit must satisfy state requirements for proper certification for the position to which he or she is assigned.

All professional employees who have earned certificates, endorsements, or degrees of higher rank since the previous school year must file with the Superintendent:

1. An official college transcript showing the highest degree earned and date conferred.
2. Proof of the certificate or endorsement.

RECORDS

The District shall maintain current and complete personnel records of all employees according to any applicable legal guidelines and local administrative requirements.

---