

## POLICY 3022

### Employment: Box Elder School District – Local Education Agency Specific Teacher License/Endorsement

#### A. Purpose

1. The purpose of this policy is to identify Box Elder School District (BESD) – Local Education Agency (LEA) specific licensing/endorsement requirements pursuant to the conditions outlined in [Utah Admin. Rules R277-301](#).

#### B. Policy

1. The following procedures are established to identify qualification requirements and guidelines for the issuance of BESD-LEA specific licensing and endorsements.

#### C. Procedure

##### 1. Educator License/Endorsement Requirements

###### a. BESD-LEA License Eligibility Criteria

##### 2) All applicants must:

- a) 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,
- b) Complete a criminal background check including review of any criminal offenses and clearance in accordance with [R277-214](#); and,
- c) Complete the educator ethics review described in [R277-301](#) within one calendar year prior to the application; and,
- d) Complete the following Professional Learning Modules (linked to the USBE website – available after March 1, 2020):
  - i. Educator Ethics;
  - ii. Classroom Management and Instruction;

iii. Basic Special Education Law and Instruction; and

iv. Utah Effective Educator Standards described in [R277-330](#).

b. BESD-LEA Endorsement Eligibility Criteria

- 1) 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.

2. Approval

- a. The application must receive approval from the BESD Board of Education in a public meeting no more than 60 days prior to the LEA application to USBE and include:
  - 1) Rationale for the appointment of a BESD-LEA specific license or endorsement;
  - 2) 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 [ $<0.5$  FTE] applicants);
  - 3) Where applicable include an Associate Licensing Plan.
- b. Applicants placed on BESD-LEA specific licenses serve under temporary (at-will) employment agreements subject to termination at any time at the sole discretion of the Box Elder School District.
- c. A BESD-LEA specific license, license area, or endorsement is valid for one, two, or three years in accordance with the LEA application to the USBE. After three years, renewal of the license is subject to the approval or denial of the State Board of Education.
- d. A BESD-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.
- e. The District is not authorized to provide an LEA specific educator license in the area of:

- 1) Special Education; or
  - 2) Preschool Special Education.
3. BESD-LEA Specific Educator Training, Mentoring, and Support
- a. Within the first year of employment, the educator must complete the training modules listed under BESD-LEA License Eligibility Criteria:
  - b. The educator must participate in the District's Mentoring Program.
    - 1) The District shall provide at least a three-year mentoring program by a trained mentor educator who:
      - a) holds a professional educator license and where possible;
      - b) performs substantially the same duties as the educator and has available time to work as a mentor; or
      - c) is assigned as an instructional coach or equivalent position.
      - d) the assigned mentor shall assist the educator to meet the Utah Effective Educator Standards established in [R277-530](#), but may not serve as an evaluator of the educator.
  - c. The Mentoring Program shall include:
    - 1) A formal Professional Learning Plan for the educator, which consists of:
      - a) Mentor Observation and Feedback,
      - b) ongoing communication and goal-setting,
      - c) compilation/organization of evidence of Educator Effectiveness, and
      - d) professional development course work.
4. The Applicant and the District will jointly develop an Associate Licensing Plan to:
- a. Encourage transition from a BESD-LEA license to a Professional License.
  - b. Identify applicable educational, skill, and/or content knowledge requirements for enrollment in a qualified educator preparation program.

- c. Identify paths and opportunities to prepare for successful passage of a pedagogical performance assessment (PPAT).
  - d. Develop significant competency and knowledge sufficient to justify an extension request from the Utah State Board of Education for a continued BESD-LEA License if transition to an Associate License is not reasonable or applicable.
5. The District shall post LEA-specific Educator licenses, license areas, or endorsements on each school's website. The post shall include:
- a. A fact that the school employs LEA-specific educator licenses, license areas, or endorsements;
  - b. The percentage of the types of licenses, license areas, and endorsements held by educators employed in the school based on the employee's FTE in CACTUS (Comprehensive Administration of Credentials for Teachers in Utah Schools); and
  - c. A link to the Utah educator Look-up tool. See <https://cactus.schools.utah.gov/PersonSearch>
6. An "eminence" designation granted by the State Superintendent for an individual with a District-specific license, license area or endorsement can satisfy the licensing requirement for employees whose instructional load is no more than 37% of a teacher's regular instructional load.
- [Utah Admin. Rules R277-301-8 \(July 8, 2024\)](#)
7. The employee shall have all endorsements required by the State Board of Education for the Employee's position.

[Utah Admin. Rules R277-309-3 \(August 22, 2022\)](#)  
[Utah Admin. Rules R277-309-4 \(August 22, 2022\)](#)  
[Utah Admin. Rules R277-311-3 \(January 8, 2021\)](#)  
[Utah Admin. Rules R277-311-4 \(January 8, 2021\)](#)