



GreenWood Charter School

Policy Title: LEA Specific License Policy

Revision History

Effective Date	Action Date	Revised
October 9, 2020	New Policy	

Purpose:

The Board recognizes that unique situations create circumstances where teachers will need to be hired and qualified for positions using Local Educational Agency (LEA)-specific licenses. The Board delegates to the Administration the responsibility for implementing policy for LEA-specific licenses in accordance with Utah State Board of Education (USBE) Rule [R277-301](#).

Administrative Policy

Educator License and Endorsement Requirements

GreenWood LEA Specific License Eligibility Criteria. All applicants must:

- 1) Have begun a bachelor's or higher degree in a related field of study and complete the program within 3 years, or in the alternative, have exceptional or specialized occupational experience, training, or expertise directly related to the area of assignment; and,

- 2) Complete a criminal background check including review of any criminal offenses and clearance in accordance with Rule R277-214; and,
- 3) Complete the educator ethics review described in Rule R277-500 within one calendar year prior to the application; and,
- 4) Complete the following Professional Learning Modules (linked to the USBE web site):
 - a. Educator ethics;
 - b. Classroom management and instruction;
 - c. Basic special education law and instruction; and
 - d. Utah Effective Teaching Standards described in R277-530

GreenWood LEA Endorsement Eligibility

This authorization may be issued for a one to three-year period upon request from the director for a licensed teacher (LEA, Associate, or Professional) who is not endorsed in the area of assignment.

GreenWood LEA License or Endorsement Approval Process:

1. The request must receive approval from the Board of Directors in a public meeting and include:
 - a. Rationale for the appointment of an LEA-specific license or endorsement.
 - b. An LEA-specific license area or endorsement is valid for up to three years. After three years, renewal of the license is subject to the approval or denial of the Utah State Board of Education.
 - c. An LEA-specific license expires immediately if the educator's employment with GreenWood Charter School ends in the next contract year.

GreenWood is not authorized to provide an LEA-specific educator license in the areas of:

1. Special Education
2. Preschool Special Education

GreenWood shall provide a mentoring program by a trained mentor educator who:

1. Holds a professional educator license; and is assigned as an instructional coach or equivalent position

2. shall assist the educator to meet the Utah Effective Educator Standards established in [Rule R277-530](#) but may not serve as an evaluator of the educator.
3. must promptly report educator misconduct in violation of policy Employee Code of Conduct.

Associate and Professional Licensing Plan:

1. The LEA Licensed Educator and Instructional Coach will jointly develop an Associate Licensing Plan to:
 - a) Use GreenWood's APPEL program to transition from an LEA specific license to an Associate's License and then to a Professional License.
 - b) Identify paths and opportunities to prepare for successful passage of a pedagogical performance assessment.
 - c) Identify applicable educational skill, and/or content knowledge requirements for enrollment in a qualified educator preparation program.
 - d) Develop significant competency and knowledge sufficient to justify an extension request from the Utah State Board of Education for a continued LEA Specific License if transition to an Associate License is not reasonable or applicable.
 - e) Once the LEA Specific Licensed Educator has obtained an Associate License, the educator and the instructional Coach will jointly develop a Professional Licensing Plan.
2. For each school that requests LEA-specific licenses, license areas, or endorsements, the following information shall be posted on its website:
 - a) Disclosure of the fact that the school employs individuals holding LEA-specific educator licenses, license areas, or endorsements
 - b) Percentage of LEA-specific licenses, license areas, or endorsements
 - c) A link to the [Utah State Board of Education Utah Educator Look-up Tool](#) in accordance with [R277-51](#)