

# Soldier Hollow Charter School

## Local Education Agency Specific License Policy

### **Purpose**

The Board of Directors of Soldier Hollow Charter School (“SHCS”) 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 Administrative Code [R277-301-7: LEA-Specific Educator License Requirements](#).

### **Local Education Agency (LEA) Specific Licenses**

An LEA-Specific educator license, including areas of concentration and endorsements, is issued by the USBE at the request of an LEA’s governing body (i.e.-local school board) and is valid for an employee to fill a position in the LEA if other licensing routes for the applicant are untenable or unreasonable. The LEA governing board agrees to provide the documentation and support outlined in the Utah Administrative Code R277-301-7.

### **LEA-Specific Educator**

This policy defines a Local Education Agency (LEA-Specific) Educator as an individual, approved by the SHCS Board of Directors, who has met locally defined competencies to be an educator and has been subsequently authorized through a request by the SHCS Board that has been granted by the USBE.

### **Local Education Agency (LEA) Requirements**

In order to request an LEA-Specific license for an educator, SHCS’s Board of Directors must ensure the following conditions:

- SHCS has adopted and posted this LEA-specific educator license policy;
- The policy includes the criteria for employing educators with an LEA-specific license;
- The policy includes the educator preparation and support provided to those educators holding LEA-specific licenses;
- The SHCS governing board applies on behalf of the candidate;
- The candidate meets all the requirements of Utah Administrative Code R277-301-7 for LEA-Specific license applicants;
- The board has approved each requested LEA-Specific license in a public meeting;
- The board submits a Letter of Request and Assurances to the State Superintendent of Education on official letterhead requesting the board-approved LEA-Specific licenses;
- The school properly posts educator data related to LEA-Specific license holders in CACTUS;

- The board submits official requests for LEA-Specific licenses to [licensing@schools.utah.gov](mailto:licensing@schools.utah.gov) according to the [LEA-Specific License and Endorsement Procedures](#).

### **Educator Application Requirements**

The USBE requires a local board of directors to require the following of LEA-Specific license applicants:

1. Initiate a USBE Fingerprint Background Check at [Educator Licensing Online](#). Note that background checks done for an LEA in Utah are not accepted in lieu of a USBE Fingerprint Background Check.
2. Obtain a Comprehensive Administration of Credentials for Teachers in Utah Schools (CACTUS) number by creating a [Utah Education Network \(UEN\)](#) account 24 hours after initiating a background check. Logging into this account will allow an educator to enter a CACTUS record.
3. Complete an Educator Ethics Review at [Educator Licensing Online](#).

### **SHCS's LEA-Specific License and Endorsement Requirements**

An educator seeking a recommendation for an LEA-Specific license from the SHCS Board of Directors must accomplish the following:

- Completion of a bachelor's or higher degree in a related field of study; or,
- Have exceptional or specialized occupational experience, training, or expertise related to the area of assignment; and,
- Complete all USBE requirements, such as a criminal background check, educator ethics review, etc., as described above.

### **Rationale, Duration, and Limitations of Authorization of LEA-Specific Licenses**

- SHCS's Board of Directors may issue this authorization for a one to three-year period.
- After three years, the renewal of the LEA-Specific license is subject to the approval or denial of the USBE.
- A SHCS LEA-Specific license expires immediately if the educator's employment with SHCS ends or the educator is not rehired by SHCS in the next contract year.
- Prior to approval, the board will discuss the rationale for the appointment of a SHCS LEA-Specific license or endorsement.
- SHCS is not authorized to provide an LEA-Specific Educator license in the areas of Special Education or Preschool Special Education.

### **SHCS's LEA-Specific Educator Training, Mentoring, and Support**

Within the first year of employment, an educator teaching under the authority of an LEA-Specific license must complete the following training:

- Educator ethics;
- Classroom management and instruction;
- Basic special education law and instruction; and,

- Utah Effective Teaching Standards as described in [Utah Administrative Code R277-530](#).

#### Participation in a Mentoring Program

An educator holding an LEA-Specific license must also participate in SHCS's Mentoring Program. SHCS will provide an educator holding an LEA-Specific license with a mentor for at least three years. This mentor will have the following qualifications:

- A professional educator license;
- Where possible, experience performing substantially the same duties as the educator;
- Expertise in the Utah Effective Educator Standards;
- Where possible, experience as a teacher coach, lead teacher, or significant years of teaching.
- A mentor may not serve as an evaluator of the LEA-Specific licensed educator.

#### **LEA-Specific License Notification**

As an LEA requesting and hiring educators with LEA-Specific licenses, SHCS must disclose the following:

- The fact that the school employs individuals holding LEA-Specific educator licenses, license areas, or endorsements;
- The percentage of LEA-Specific licenses, license areas, or endorsements;
- A link to the Utah State Board of Education [Utah Educator Look-up Tool](#) in accordance with [R277-515-7\(6\)](#).