

Lancaster Community School District

Personnel

PROFESSIONAL STAFF CERTIFICATION

Teachers and professional employees must file an up-to-date teaching credential issued by the Department of Public Instruction (DPI) within ten days after entering into a contract. This credential must certify the grade and character of the certificate or license held. Teaching contracts are valid only when the proper credential is received and filed with the District Administrator's office. It is the individual teacher's responsibility to make application for certificate, license, or permit in a timely fashion. A canceled check will serve as proof of timely application, pending approval of the DPI. If an employee attends summer school in order to qualify for this teaching credential, he/she must make application immediately and notify the District Administrator of his/her status. Misrepresentation of qualifications in letters of application credentials or at time of interview may be reason(s) to void a teaching contract. The District cannot legally pay a teacher for services if the teacher is not certified.

It is the duty of the teacher or professional employee to keep his/her teaching credential current and up-to-date. Continuing teachers are expected to know the date of expiration of teaching certificates and to make new application for renewal before the new school year.

Before beginning service, each new teacher or professional employee must file appropriate college transcripts that certify preparation for teaching and degree(s) earned.

The Lancaster Board of Education shall verify annually at its regular Board meeting in September (or as soon thereafter as possible) that every teacher, supervisor, administrator and other professional staff member has been issued a valid certificate, license, or permit by the DPI for the position for which he/she was employed before entering on the duties for such position and that a copy of the valid certificate, license, or permit is on file in the District.

LEGAL REF.: Sections 118.19 Wisconsin Statutes
118.21
121.02(1)(a)
PI 3, 34, Wisconsin Administrative Code

APPROVED: February 10, 1971
REVISED: 1980
July 12, 1995
June 11, 2003