

Policy of the Lancaster Board of Education

Personnel

**CERTIFICATION/WORKING CONDITIONS**

Teachers and professional employees must file an up-to-date teaching credential issued by the Department of Public Instruction before beginning their teaching assignment. This credential must certify the employee's level of teaching qualifications or subject taught. Teaching contracts are valid only when the proper credential is received and filed with the Administrator's office. If an employee attends summer school in order to qualify for this teaching credential, he/she must make application immediately and notify the 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 School 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 which certify preparation for teaching and degree(s) earned.

Approved: February 10, 1971

Revised: 1980  
July 12, 1995

