

**Policy 405.01: Certified Employee Defined**

**Status:** ADOPTED

**Original Adopted Date:** 06/01/1989 | **Last Revised Date:** 02/01/2022 | **Last Reviewed Date:** 02/01/2022

Certified personnel shall be certified or licensed for the position they hold with the District. The certification shall meet the requirements set out by the State Department of Education as required by the Iowa Board of Educational Examiners or others with professional licenses. Each certified employee must present a copy of their current certificate or license to the board secretary prior to payment of salary.

All staff servings as extra curricular coaches/sponsors, shall have at least authorized coaching certification or teaching certification. The board may elect to waive this requirement if certification is not required by state or federal rules or laws.

It is the responsibility of the superintendent to establish job specifications and job descriptions for certified employees' positions, other than the position of the superintendent. Job descriptions may be approved by the board.

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