

I. PURPOSE

The purpose of this policy is to ensure that qualified teachers are employed by the school and for Athlos Academy of St. Cloud to fulfill its duty to ascertain the licensure status of its teachers.

II. POLICY

- A. Athlos Academy of St. Cloud certificated employees are required to maintain a current license issued from the Department of Education.
 - 1. Some positions may require endorsement(s).
 - 2. Employees are responsible to obtain and renew their license, pay all applicable fees, and correspond with the Department of Education.
 - 3. Prior to hiring, Athlos Academy of St. Cloud shall verify the licensure of the teacher with the list of qualified teachers on the Department of Education's website.
 - 4. The Lead School Administrator or designee shall establish a schedule for the annual review of teacher licenses.
 - 5. Substitute teachers need to provide proof of appropriate licensure prior to providing substitute services.
- B. An employee who allows his/her licensure to lapse - or loses state licensure - is ineligible for employment with Athlos Academy of St. Cloud and therefore, has no expectation of continued employment.
- C. Athlos Academy of St. Cloud is required to report violations of this policy to the appropriate state agency.
 - 1. An employee's license may be put in jeopardy if reported violations of professional and ethical conduct are forwarded to school administration.
 - 2. Each employee in such a situation is responsible for monitoring any change upon licensure, and is expected to communicate changes to Human Resources.

Legal References:

[Minn. Stat. §122A.16](#)

[Minn. Stat. §122A.22](#)

Related Documents:

The Ten Teaching Standards Policy 4029