

Policy Type: Operational

Policy Title: LEA Specific License Policy

Effective: 12/12/23

Purpose

The purpose of this policy is to identify Utah International Charter School-LEA-Specific licensing / endorsement requirements pursuant to the conditions outlined in Utah Administrative Rule R277-301. The following procedures are established to identify qualification requirements and guidelines for the issuance of Utah International Charter School-LEA-Specific licensing and endorsements.

Procedure:

Educator License/Endorsement Requirements.

1. Utah International Charter School-LEA License Eligibility Criteria.

All applicants must:

- a. Complete a bachelor's or higher degree in a related field of study; or have exceptional or specialized occupational experience, training, or expertise directly related to the area of assignment; and,
- b. Complete a criminal background check including review of any criminal offenses and clearance in accordance with Rule R277-214; and,
- c. Complete the educator ethics review described in Rule R277-500 within one calendar year prior to the application; and,
- d. Complete the following Professional Learning Modules (linked to the USBE web site):
 - i. Educator ethics;
 - ii. Classroom management and instruction;
 - iii. Basic special education law and instruction; and
 - iv. Utah Effective Teaching Standards described in R277-530.

2. Utah International Charter School-LEA Endorsement Eligibility Criteria:

- a. This authorization is issued for a temporary period upon request from the Executive Director for a licensed teacher (LEA, Associate, or Professional) who is not endorsed in the area of assignment.

Approval:

The application must receive approval from the Utah International Charter School Board of Directors in a public meeting no more than 60 days prior to submitting the application to the State Board of Education for an LEA License and include:

- Rationale for the appointment of a Utah International Charter School-LEA-Specific License or endorsement.
 - LEA Specific License Policy
1. Applicants placed on a Utah International Charter School-LEA Specific licenses serve under temporary (at-will) employment agreements subject to termination at any time at the sole discretion of Utah International Charter School.
 2. A Utah International Charter School-LEA-Specific License, license area, or endorsement is valid for up to three years subject to demonstration of adequate progress consistent with the Associate Licensing Plan, successfully putting into effect guidance from the Learning Coach, and the observations/

recommendations of administration. After three years renewal of the license is subject to the approval or denial of the State Board of Education.

3. A **Utah International Charter School**-LEA-specific license expires immediately if the educator's employment with **Utah International Charter School** ends and the educator is not rehired as an educator in the next contract year.
4. **Utah International Charter School** is not authorized to provide an LEA-specific educator license in the area of:
 - a. Special Education

Utah International Charter School-LEA Specific License Mentoring/Instructional Coach Program for pedagogical support.

1. The **Utah International Charter School**-LEA Specific License incumbent must participate in the following Mentoring Program:
Utah International Charter School shall provide a mentoring program by a trained mentor educator who:
 - i. holds a professional educator license; and
 - ii. is assigned as an instructional coach or equivalent position
2. The Instructional Coach will not evaluate the educator; however, all employees to include Instructional Coaches must promptly report educator misconduct in violation of the **Utah International Charter School** Code of Conduct found in the employee handbook on the school website.
3. An Instructional Coach will help the **Utah International Charter School**-LEA Licensed Educator meet the Utah Effective Educator Standards established in Rule R277-530 by:
 - a. Assisting the educator with a Self-Assessment (SA).
 - b. Ensuring that the educator has an Individual Learning Plan (ILP).
 - c. Meeting regularly with the educator for coaching observations and feedback.
 - d. Documenting those meetings.
 - e. Using data to improve and analyze student progress.
 - f. Reflecting at a Mid-Year Review (MYR).
 - g. Reflecting, reviewing, and reassessing at an End-of-Year Review (EOYR).
4. The Applicant and **Utah International Charter School** will jointly develop an Associate Licensing Plan to:
 - a. Encourage transition from a **Utah International Charter School**-LEA license to a Professional License.
 - b. Identify applicable educational, skill, and/or content knowledge requirements for enrollment in a qualified educator preparation program.
 - c. Identify paths and opportunities to prepare for successful passage of a pedagogical performance assessment.
 - d. Develop significant competency and knowledge sufficient to justify an extension request from the Utah State Board of Education for a continued **Utah International Charter School**-LEA License if transition to an Associate License is not reasonable or applicable.