

**PROFESSIONAL STAFF POSITIONS AND CERTIFICATION REQUIREMENTS**

For purposes of this policy manual, “professional staff members” shall include (but not be limited to) teachers, guidance counselors, library/media specialists and directors, school psychologists, gifted/talented coordinators, and reading specialists. Written job descriptions shall be established for professional staff positions, which, at a minimum, outline position qualifications and the essential functions of the position. Such job descriptions shall be adopted by the Board in accordance with state law requirements.

Every professional staff member shall have the proper certification issued by the Department of Public Instruction (DPI) for the grade level or area to which he/she is assigned.

Each professional staff member shall be responsible for procuring and maintaining a current license including proper application and payment of license fees.

A valid copy of the license must be provided to the Administration Office prior to the first day of work. If a copy is not available due to a time lag by the DPI in issuing it, acknowledgement by telephone must be provided by the DPI to the District Administrator that proper certification has been made.

Failure to have a valid license shall terminate a contract with the Board and may result in the withholding of payment for services.

LEGAL REF:           Sections 121.02(1)(a) & (b) Wisconsin Statutes  
                          PI 3, Wisconsin Administrative Code  
                          8.01(2)(a) & (b)

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