

1 The Transylvania County Board of Education (the “board”) intends to comply fully with all  
2 licensure requirements of the Elementary and Secondary Education Act, state law, and State  
3 Board of Education policies.

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5 **A. LICENSURE AND OTHER QUALIFICATION REQUIREMENTS**

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7 1. Except as otherwise permitted by the State Board of Education or state law, a  
8 professional employee must hold at all times a valid North Carolina license  
9 appropriate to his or her position.
- 10  
11 2. To the extent possible, all professional teaching assignments will be in the area of  
12 the professional employee’s license except as may be otherwise allowed by state  
13 and federal law and State Board policy. ~~In addition, all professional teachers~~  
14 ~~employed to teach core academic subjects must be “highly qualified” as required~~  
15 ~~by the State Board of Education. Core academic subjects include English, reading~~  
16 ~~or language arts, mathematics, science, foreign languages, civics and government,~~  
17 ~~economics, arts, history, and geography.~~
- 18  
19 3. The board ~~encourages entry into~~ **may employ candidates entering** the teaching  
20 profession ~~by skilled individuals from the private sector~~ **from other fields** who  
21 ~~meet state~~ **hold a** residency licensure requirements **license or an emergency**  
22 **license.**
- 23  
24 4. In extenuating circumstances when no other appropriately licensed professionals  
25 or persons who are eligible for a residency license are available to fill a position,  
26 the board may employ ~~for up to one year~~ an individual who holds ~~an emergency~~  
27 **license permit to teach** issued by the State Board of Education. ~~An emergency~~  
28 ~~license is not renewable.~~

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30 **B. EXCEPTIONS TO LICENSURE REQUIREMENTS**

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32 **1. Adjunct CTE Instructors**

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34 An unlicensed individual who meets the adjunct hiring criteria established by the  
35 State Board of Education for a specific career and technical education (CTE)  
36 career cluster may be employed as an adjunct CTE instructor for up to 10 hours  
37 per week, provided the individual first completes preservice training and meets all  
38 other statutory requirements for serving as an adjunct instructor established by  
39 G.S. 115C-157.1.

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41 **2. Adjunct Instructors in Core Academic Subjects**

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43 In accordance with G.S. 115C-298.5, an unlicensed faculty member of a higher  
44 education institution who meets the adjunct hiring criteria established by the State

45 Board of Education may be employed as a temporary adjunct instructor for  
46 specific core academic subjects, provided the individual first completes preservice  
47 training and meets all other statutory and State Board of Education requirements.  
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49 **3. Interim Principals**

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51 A retired former principal or assistant principal may be employed as an interim  
52 principal for the remainder of any school year, regardless of licensure status.  
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54 **4. Cherokee Language and Culture Instructors**

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56 An individual approved to teach in accordance with an MOU entered into  
57 pursuant to G.S. 115C-270.21 will be authorized to teach Cherokee language and  
58 culture classes without a license.  
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60 **5. Driver Education Instructors**

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62 An individual, who is not licensed in driver education, is authorized to work as a  
63 driver education instructor if the individual holds Certified Driver Training  
64 Instructor status according to minimum standards established by State Board of  
65 Education policy DRIV-003.  
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67 **C. BEGINNING TEACHER SUPPORT PROGRAM**

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69 The superintendent or designee shall develop a plan and a comprehensive program for  
70 beginning teacher support. The plan must be approved by the board and kept on file for  
71 review. The superintendent or designee shall submit an annual report on the Beginning  
72 Teacher Support Program to the Department of Public Instruction (DPI) by October 1 of  
73 each year. The report must include evidence of demonstrated proficiency on the  
74 Beginning Teachers Support Program Standards and evidence of mentor success in  
75 meeting Mentor Standards. The school system will also participate in implementing a  
76 regionally-based annual peer review and support system.  
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78 Teachers with fewer than three years of teaching experience will be required to  
79 participate in the Beginning Teacher Support Program.  
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81 **D. LICENSE CONVERSION**

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83 Teachers must ~~teach three years and~~ meet all ~~other~~ requirements of the State Board of  
84 Education in order to move from an initial to a continuing professional license.  
85 Licensing is a state decision and cannot be appealed at the local level. The  
86 superintendent or designee shall ensure that teachers not qualifying for continuing  
87 professional licensure are informed of the process for appealing the state decision.  
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**E. LICENSE RENEWAL**

Licensure renewal is the responsibility of the individual, not of the school system. Any employee who allows a license to expire must have it reinstated prior to the beginning of the next school year. A teacher whose license has expired is subject to dismissal.

The school system may offer courses, workshops, and independent study activities to help school personnel meet license renewal requirements. Any renewal activity offered must be consistent with State Board of Education policy. In addition, the superintendent or designee shall develop a procedure to determine the appropriateness of any credit offered in advance of renewal activities.

Decisions regarding the employment of teachers who fail to meet the required proficiency standard for renewal of a continuing professional license will be made in accordance with ~~state law~~ G.S. 115C-270.30(b)(4) and applicable State Board of Education requirements. The superintendent or designee shall determine the professional development required of a teacher whose continuing **professional** license has reverted to an initial **professional** license and/or has expired due to performance issues. The superintendent or designee may authorize or direct principals to prescribe professional development to such employees in accordance with the employee's demonstrated deficiencies.

**F. PARENTAL NOTIFICATION**

At the beginning of each school year, ~~the school system~~ **officials shall** ~~will~~ notify the parents or guardians of each student attending a Title I school or participating in a Title I program of their right to request the following information about qualifications of their child's teacher: whether the teacher has met NC **qualification and** ~~licensing requirements~~ **criteria** for the ~~subject or grade level(s) and subject area(s) they are teaching in which the~~ **teacher provides instruction**; whether the teacher **is teaching under emergency or other provisional status through which North Carolina qualifications or licensing criteria have** ~~has had any licensure requirements~~ **been** waived; whether the teacher is teaching in the field of **discipline of** his or her certification; and whether the child is provided services by a paraprofessional, and if so, the paraprofessional's qualifications.

The school system will give notice within ten (10) school days to the parents of children who **have been assigned or**, after four (4) consecutive weeks, have been taught ~~a core academic subject~~ by a teacher who **does not meet applicable State certification or licensure requirements at the grade level and subject area in which the teacher has been assigned** ~~is not highly qualified~~.

**G. EQUITABLE DISTRIBUTION OF TEACHERS**

The superintendent shall assess whether low-income, minority, learning disabled, and/or English learners are being taught by inexperienced, ineffective, or out-of-field teachers at

133 higher rates than students who do not fall into these categories and shall develop a plan to  
134 address any such disparities. If DPI does not require such a plan of the LEA, the  
135 superintendent is not required to develop a plan under this subsection unless he or she  
136 determines that one is needed to address inequities within the school system.  
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138 Legal References: Elementary and Secondary Education Act, 20 U.S.C. 6301 *et seq.*; 34 C.F.R.  
139 200.55-57, 200.61; G.S. 115C art. 17E; 115C-270.21, -284, -295, -298.5, -325(e)(1)(m)  
140 (applicable to career status teachers), -325.4(a)(12) (applicable to non-career status teachers), -  
141 333, -333.1; State Board of Education Policies **DRIV-003, DRIV-004**, EVAL-004, EVAL-023,  
142 LICN-001, ~~-004~~, LICN-005, LICN-018, LICN-021, LICN-022, NCAC-6C.0102, NCAC-  
143 6C.0307, **TCED-016**  
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145 Cross References:

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147 Adopted: January 19, 2016

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149 Revised: November 21, 2016; March 5, 2018; **[DATE]**

REVISED