

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 person employed in a professional educator position must hold at all times a valid
9 North Carolina professional educator’s license appropriate to his or her position.
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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.
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15 3. The board may employ candidates entering the teaching profession from other
16 fields who hold a residency license or an emergency license.
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18 4. In extenuating circumstances when no other appropriately licensed professionals
19 or persons who are eligible for a residency license are available to fill a position,
20 the board may employ an individual who holds a permit to teach issued by the
21 State Board of Education.
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23 **B. EXCEPTIONS TO LICENSURE REQUIREMENTS**

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25 **1. Adjunct CTE Instructors**

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27 An unlicensed individual who meets the adjunct hiring criteria established by the
28 State Board of Education for a specific career and technical education (CTE)
29 career cluster may be employed as an adjunct CTE instructor for up to ~~40~~20 hours
30 per week **or up to five full consecutive months of employment**, provided the
31 individual first completes preservice training and meets all other statutory
32 requirements for serving as an adjunct instructor established by G.S. 115C-157.1.
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34 **2. Adjunct Instructors in Core Academic Subjects**

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36 In accordance with G.S. 115C-298.5, an unlicensed faculty member of a higher
37 education institution who meets the adjunct hiring criteria established by the State
38 Board of Education may be employed as a temporary adjunct instructor for
39 specific core academic subjects, provided the individual first completes preservice
40 training and meets all other statutory and State Board of Education requirements.
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42 **3. Interim Principals**

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44 A retired former principal or assistant principal may be employed as an interim

principal for the remainder of any school year, regardless of licensure status.

4. **Cherokee Language and Culture Instructors**

An individual approved to teach in accordance with an MOU entered into pursuant to G.S. 115C-270.21 will be authorized to teach Cherokee language and culture classes without a license.

5. **Driver Education Instructors**

An individual, who is not licensed in driver education, is authorized to work as a driver education instructor if the individual holds Certified Driver Training Instructor status according to minimum standards established by State Board of Education policy DRIV-003.

C. **BEGINNING TEACHER SUPPORT PROGRAM**

The superintendent or designee shall develop a plan and a comprehensive program for beginning teacher support. The plan must be approved by the board and the Department of Public Instruction and kept on file for review. The plan must be aligned to the State Board of Education's beginning teacher support program standards and, when monitored, must demonstrate proficiency. The school system will also participate in implementing a regionally-based annual peer review and support system.

Teachers with fewer than three years of teaching experience will be required to participate in the Beginning Teacher Support Program.

D. **LICENSE CONVERSION**

Teachers must meet all requirements of the State Board of Education in order to move from an initial **professional license or residency license** to a continuing professional license. Licensing is a state decision and cannot be appealed at the local level. The superintendent or designee shall ensure that teachers not qualifying for continuing professional licensure are informed of the process for appealing the state decision.

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

89 or designee shall develop a procedure to determine the appropriateness of any credit
90 offered in advance of renewal activities.

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

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101 **F. PARENTAL NOTIFICATION**

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

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

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118 **G. EQUITABLE DISTRIBUTION OF TEACHERS**

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120 The superintendent shall assess whether low-income, minority, learning disabled, and/or
121 English learners are being taught by inexperienced, ineffective, or out-of-field teachers at
122 higher rates than students who do not fall into these categories and shall develop a plan to
123 address any such disparities. If DPI does not require such a plan of the LEA, the
124 superintendent is not required to develop a plan under this subsection unless he or she
125 determines that one is needed to address inequities within the school system.

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127 Legal References: Elementary and Secondary Education Act, 20 U.S.C. 6301 *et seq.*; 34 C.F.R.
128 200.55-57, 200.61; G.S. 115C art. 17E; 115C-270.21, -284, -295, -298.5, -325(e)(1)(m)
129 (applicable to career status teachers), -325.4(a)(12) (applicable to non-career status teachers), -
130 333, -333.1; State Board of Education Policies DRIV-003, DRIV-004, EVAL-004, EVAL-023,
131 EVAL-034, LICN-001, LICN-005, LICN-021, LICN-022, NCAC-028, NCAC-035, NCAC-037,
132 TCED-016; ~~State Board of Regulations LICN-000 R(1), LICN-016 R(1), LICN-018 R(1),~~

133 ~~LICN-021-R(1);~~ *Beginning Teacher Support Program Handbook*; (NCDPI) available at
134 <https://docs.google.com/document/d/1Ssiewc7pZAUaHW133pWMFdYOkb1ZYKtWRFUQHRy4/edit?ts=57aa2c78#heading=h.gjdgxs>
135 [https://sites.google.com/dpi.nc.gov/ncref/bt-](https://sites.google.com/dpi.nc.gov/ncref/bt-support-program-resources)
136 [support-program-resources](https://sites.google.com/dpi.nc.gov/ncref/bt-support-program-resources)
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138 Cross References:

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140 Adopted: January 19, 2016

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142 Revised: November 21, 2016; March 5, 2018; December 17, 2018; July 15, 2019; [DATE]

REVISED