

EMPLOYMENT REQUIREMENTS AND RESTRICTIONS
CREDENTIALS AND RECORDS

DBA
(LOCAL)

**Certificates
Required by the
District**

In addition to state requirements for teacher certification, the District shall require a teacher new to the District to attain the following SBEC certificates based on his or her teaching assignment.

- Valid classroom elementary level teaching certificate, plus:
 - Bilingual Generalist: Prekindergarten–grade 6—Bilingual; and/or
 - Bilingual Endorsement; or
 - Bilingual/ESL Endorsement.
- Valid language arts teaching certificate appropriate for grades 7–8, plus bilingual or ESL.
- Valid classroom secondary or all-level teaching certificate appropriate for grades 9–12.

All English/language arts/reading teachers in grades 9–12 shall have a bilingual or ESL certificate or endorsement.

During the 2019–20 school year, each person subject to these requirements and hired by the District shall meet the requirements no later than the first year of the date of hire or shall be subject to non-renewal under provisions of DFBB(LOCAL) or termination under provisions of DFAB(LEGAL).

Updating Credentials

All employees who have earned certificates, endorsements, or degrees of higher rank since the previous school year shall file with the District:

1. An official college transcript showing the highest degree earned and date conferred.
2. Proof of the certificate or endorsement.

Contract Personnel

The Superintendent or designee shall ensure that contract personnel possess valid credentials before issuing contracts.

**Social Security
Number**

The District shall not use an employee's social security number as an employee identifier, except for tax purposes [see DC]. In accordance with law, the District shall keep an employee's social security number confidential.