

***LEVITTOWN SCHOOLS***

**POLICY # 6212**

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**PERSONNEL**

**SUBJECT: CERTIFICATION AND QUALIFICATIONS**

**The following provisions will govern certification and qualifications of District personnel:**

- a) Each employee in an assignment that requires a certification or other licensure must immediately inform the Superintendent of Schools of any change in the status of his/her certification or licensure including, but not limited to, the renewal, suspension, revocation, upgrade, expiration, conversion, reissuance, annotation and/or extension of the certification or licensure and/or its periods of validity or title.
- b) The District will verify an employee or applicant's certification or licensure status online in lieu of examining, copying and maintaining printed certificates or licenses. For pedagogical employees, the New York State Education Department's TEACH system will be used. .
- c) It is the responsibility of the employee to ensure that he or she maintains the appropriate certification and/or licensure required for his or her assignment.

**Parent Notification**

The District will notify parents that they may request information about the professional qualifications of their student's classroom teacher(s). Upon request, the District will timely provide the following information to parents:

- a) Whether the student's teacher has met New York State qualifications and licensing criteria for the grade levels and subject areas in which the teacher provides instruction;
- b) Whether the student's teacher is teaching under emergency or other provisional status through which the New York State qualification or licensing criteria have been waived;
- c) Whether the student's teacher is teaching in the field of discipline of certification of the teacher; and
- d) Whether the student is provided services by any instructional aides or similar paraprofessionals and, if so, their qualifications.

In addition, the District will provide to parents timely notice that their student has been assigned or has been taught for four or more consecutive weeks by a teacher who does not meet applicable New York State certification or licensure requirements at the grade level and subject area in which the teacher has been assigned.

**DRAFT FOR CLIENT REVIEW**

Re-Adoption: October 10, 2012  
**Revised: July 17, 2019**