

PROFESSIONAL LICENSURE

[B42]

I. PURPOSE

To ensure proper training and continuing professional development, and to comply with standards set by the Vermont State Board of Education, Thetford Academy requires professional licensure for all faculty members.

II. POLICY

A teacher at Thetford Academy must hold (or be actively working toward) a current and valid high-school license in the State of Vermont in the subjects the teacher teaches. Once a teacher is licensed, it is the teacher's responsibility to keep their license up to date.

1. A new teacher may be hired without licensure at the discretion of the Head of School for a period of one year. Within that year the faculty member, under the supervision of the Head of School or the Head's designee, must develop a plan to obtain a license. A copy of that plan will be placed in the faculty member's personnel file, and renewed appointment will be contingent on evidence that appropriate licensing will be complete within the third year of employment.
2. A teacher already employed by TA without a license must immediately develop a plan for licensure with the Head of School (or the Head's designee) and should have their licensure complete within the next two—or, with special exception, three—years.
3. A teacher who teaches in more than one subject area must be licensed (or be working toward licensure according to the terms above) in the area where the majority of their assignment lies. If the teacher expects to continue teaching in a second or third subject area, the teacher must develop a plan under the supervision of the Head of School (or the Head's designee) to obtain licensure in the additional subject(s). The time line for this licensure should mirror that of a first-year hire without licensure.
4. Occasionally a teacher licensed in one area and competent in a second may be asked to pick up a section in that second subject; if this is a temporary assignment, the teacher need not pursue licensure in that subject.
5. In interdisciplinary programs or courses where credit may span two or more subject areas, licensure in every area of credit may be unreasonable for a single faculty member. However, it is the expectation that any faculty member in such a program be either licensed in one of these areas or working toward it, according to the terms above, and that every subject area receiving credit will, at a minimum, have someone with a license in that area consulting with the teacher(s) about appropriate assessments.

III. COMPONENTS OF POLICY

A. Expenses

A teacher may be reimbursed for course expenses incurred for licensure according to the reimbursement schedule outlined in the Master Agreement. A teacher seeking a second license at the request of the administration and also keeping up-to-date on an existing license will receive separate funding for each license, according to the reimbursement schedule outlined in the Master Agreement.

If costs for one year exceed the individual allocation, the teacher may borrow against up to two years of the teacher's future allocations, interest-free, under the conditions that (1) the teacher shall repay the debt by forgoing course reimbursement in each subsequent year until their account is square; and (2) should the teacher leave TA's employ before the debt is repaid fully, the teacher shall reimburse the school immediately for the amount still owed, unless the Head of School (or the Head's designee) waives this requirement due to exceptional circumstances.

B. Maintaining Licensure

Maintaining valid licensure, including completion of professional development requirements as established by State and Local Standards Boards, is the responsibility of the individual educator. The individual educator is also responsible for updating the Head of School (or the Head's designee) with current information regarding the individual's own license.

C. Failure to meet Licensing Expectations

A teacher who reaches the conclusion of a licensing period without obtaining the necessary license(s) or who fails to keep an existing license up to date may submit a written request to the Head of School (or the Head's designee) for a one-year extension. Approval for such an extension is at the discretion of the Head of School.

If a teacher is not granted an extension or fails to complete their licensing plan by the end of the extension period, the teacher shall not be offered a contract for the following year.