

# SMYRNA SCHOOL DISTRICT

## *POLICY*

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<b>Section:</b>	<b>4000 Personnel</b>	<b>Office Responsible:</b>	<b>Human Resources</b>
<b>Policy:</b>	<b>4238 Certification and Credential Policy</b>		
<b>Related Policies:</b>			

### **I. Purpose**

The Smyrna School District recognizes that providing a high-quality educational program is dependent upon the employment of certificated staff who are adequately prepared and have demonstrated proficiency in basic skills and competence in the subject matter to be taught. The district will ensure that persons employed to fill positions requiring certification qualifications possess the appropriate credential, permit, or other certification and fulfill any additional state, federal or district requirements for the position. Delaware requires all educators to be licensed and hold a permit to provide services to students.

### **II. Authority**

Delaware Code, *Title 14 §1500 Professional Standards Board*

### **III. Policy**

A. Upon hire, all professional staff must have the following information on file with the Office of Human Resources:

1. Application and References
2. Official Transcripts
3. Official Certificates – if applicable
4. Copy of Social Security Card
5. Copy of Driver's License or Other Photo ID
6. Criminal Background Check (if hired after 1994)
7. Ability to Work in the United States
8. Tuberculosis Test Results
9. Scores on Delaware Teacher Competency Test (if hired after 1983)

B. Responsibility for obtaining, maintaining, and renewing an employee's certification rests solely with the individual employee. According to Delaware law, a teacher shall hold a valid license, a certificate, or letter of authorization as outlined below during all periods of employment by a school district as a teacher.

#### **License Categories**

1. Initial License – brand new educators or have more than one year but less than four years of licensed teaching experience.
2. Continuing License – a teacher with over four years of licensed teaching experience.

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3. Advanced License– a teacher who has received National Board for Professional Standards Certification.

### **Certificate Categories**

1. Standard Certificate – issued to certify the educator has the prescribed knowledge, skill, or education to practice in a particular area, to teach a particular subject, or to teach a category of students.
  2. Emergency Certificate – a temporary credential issued to an educator who has obtained employment or an offer of employment and holds a valid Delaware license but lacks the necessary skills and knowledge to immediately meet certification requirements in a specific content area. The emergency certificate is valid for one school year and may be renewed if progress toward certification is being made. If progress is not being made, the district may move to reassign, reduce pay and benefit eligibility status, or terminate the employee.
  3. Certificate of Eligibility – credential issued to an education who is participating in a state-approved alternative route to licensure and certification program for teachers of students with disabilities and holds a valid Delaware license.
- C. Employees will be notified in advance when certificates are to be renewed.
- D. Failure to maintain a current teaching license or certificate in the specified timeframe may result in reassignment, disciplinary action, or dismissal of employment.
- E. All prospective employees must present evidence that they possess appropriate certification within 30 calendar days of employment. A certificate or letter of authorization shall be maintained in the personnel file. The school district shall periodically conduct a systematic review of all professional staff to ensure that they hold the proper license, certificate, or letter of authorization.
- F. The district is obligated to report a change in a credential holder's employment status due to allegations of misconduct to the Delaware Department of Education.

Board Approval Acknowledged by:



Smyrna School District Board of Education

### **Policy Actions**

Adopted: August 12, 2025

Revised: