SOUTHERN LEHIGH SCHOOL DISTRICT

SECTION: PROFESSIONAL EMPLOYEES

TITLE: CERTIFICATION

ADOPTED: May 4, 1964

REVISED: May 5, 1980; November 23, 2009

REVIEWED: April 11, 2016

Formerly Policy 404.2	**402. CERTIFICATION**
1. Authority	The minimum requirement for any certificated personnel shall be the prevailing, valid and active certificate of the Commonwealth of Pennsylvania applicable to the position in question. The Board of School Directors shall reserve the right to act upon the acceptability of any sub-standard certification BEFORE acting upon the acceptance or rejection of a recommendation for appointment. No emergency certificate shall be accepted by the staff or the Board of School Directors for a period of more than one (1) school year, except by individual reconsideration of any such case. Certificated personnel, upon appointment, shall be assigned to teaching in the area authorized by their valid certification. Failure of any employee to comply with the laws of the Commonwealth and the regulations of the State Board of Education in extending and making permanent any pertinent certificate shall be regarded as willful negligence and, consequently, grounds for removal from the previously assigned position in full keeping with the school laws of the Commonwealth.
2. Guidelines	Certification shall be the responsibility of the individual employee. Each employee must possess an appropriate certificate for each specific subject they are assigned to teach. Any employee not properly certificated for a particular assignment does not legally hold a valid contract and is not entitled to benefits provided by law such as tenure, salary increments, etc. Unless the individual employee has presented his/her certificate, or other acceptable evidence, to the Human Resources office for registration, and is listed online at the website of the Pennsylvania Department of Education's website as properly certificated, s/he is not considered properly certificated. Certificates must be submitted to the Human Resources office immediately if a name change has occurred or another subject has been added.