



LEA Specific License Policy

1. Rationale

- a. The Board recognizes that occasionally there are circumstances where teachers will need to be hired and qualified for positions using Local Educational Agency (LEA)-specific licenses. The Board delegates to the Administration the responsibility for implementing policy for LEA-specific licenses in accordance with Utah State Board of Education (USBE) Rule [R277-301](#).

2. Administrative Policy

- a. Educator License and Endorsement Requirements

- i. Gateway Preparatory Academy License Eligibility Criteria

All applicants must:

1. Have a bachelor's or higher degree in a related field of study; or
2. Have exceptional or specialized occupational experience, training, or expertise directly related to the area of assignment; and,
3. Complete a criminal background check including review of any criminal offenses and clearance in accordance with [Rule R277-214](#); and,
4. Complete the educator ethics review described in [Rule R277-500](#) within one calendar year prior to the application.

- ii. Gateway Preparatory Academy Endorsement Eligibility

This authorization may be issued for a one to three-year period upon request from the director for a licensed teacher (LEA, Associate, or Professional) who is not endorsed in the area of assignment.

- b. Gateway Preparatory Academy License or Endorsement Approval

- i. The application must receive approval from the Gateway Board of Directors in a public meeting no more than 60 days prior to employment and include:



1. Rationale for the appointment of an LEA-specific license or endorsement.
 2. Verification that there is an inadequate supply of highly qualified and suitable licensed applicants in the license and endorsement area as demonstrated by posting the position for a reasonable period of not less than five days (not required for hourly applicants).
- c. Applicants placed on Gateway Preparatory Academy LEA-specific licenses serve under temporary employment agreements.
 - d. A Gateway Preparatory Academy LEA-specific license area or endorsement is valid for up to three years. After three years, renewal of the license is subject to the approval or denial of the Utah State Board of Education.
 - e. A Gateway Preparatory Academy LEA-specific license expires immediately if the educator's employment with Gateway ends and the educator is not rehired by Gateway as an educator in the next contract year.
 - f. The LEA-specific candidate is responsible to pay all education tuition fees related to license upgrade.
 - g. Gateway Preparatory Academy is not authorized to provide an LEA-specific educator license in the areas of
 - i. Special Education
 - ii. Preschool Special Education
3. **Gateway Preparatory Academy LEA-specific Educator Training and Mentoring plan**
 - a. Within the first year of employment, the educator must complete the following training:
 - i. Educator ethics;
 - ii. Classroom management and instruction;
 - iii. Basic special education law and instruction; and
 - iv. Utah Effective Teaching Standards described in [R277-530](#).
 - v. The educator must participate in Gateway's Mentoring Program.



- b. Gateway Preparatory Academy shall provide at least a three-year mentoring program by a trained mentor educator who:
 - i. Holds a professional educator license; and
 - ii. Where possible, performs substantially the same duties as the educator with release time to work as a mentor; or
 - iii. Is assigned as an instructional coach or equivalent position.

- c. The Applicant and Gateway Preparatory Academy will develop an Associate Licensing Plan to:
 - i. Encourage transition from an LEA-specific license to a Professional license.
 - ii. Identify applicable educational, skill, and/or content knowledge requirements for enrollment in a qualified educator preparation program.
 - iii. Identify paths and opportunities to prepare for successful passage of a pedagogical performance assessment.
 - iv. Develop significant competency and knowledge sufficient to justify an extension request from the Utah State Board of Education for a continued Gateway Preparatory LEA-specific license if transition to an Associate license is not reasonable or applicable.

4. Transparency

The following information shall be posted on the school's website annually:

- i. Disclosure of the fact that Gateway employs individuals holding LEA-specific educator licenses, license areas, or endorsements
- ii. The percentage of LEA-specific licenses, license areas, or endorsements
- iii. A description of requirements for a Professional, Associate, and LEA-specific license.
- iv. A link to the [Utah State Board of Education Utah Educator Look-up Tool](#) in accordance with [R277-515-7\(6\)](#)

Board Reviewed and Approved:

October 8th, 2020