

Policy 405.01: Licensed Employee Defined**Status:** ADOPTED**Original Adopted Date:** 01/08/1968 | **Last Reviewed Date:** 07/08/2024 | **Last Revised Date:** 3/9/2022

Licensed employees, including administrators, are those employees required to hold an appropriate license from the Iowa Department of Education for their position as required by the Bureau of Educational Examiners or others with professional licenses. Licenses required for a position will be considered met if the employee meets the requirements established by the Iowa Department of Education.

It is the responsibility of the superintendent to establish job specifications and job descriptions for licensed employees' positions, other than the position of the superintendent. Job descriptions may be approved by the board.

Licensed employees must present evidence of current license to the board secretary prior to payment of salary each year.

Legal Reference: *Clay v. Independent School District of Cedar Falls*, 187 Iowa 89, 174 N.W. 47 (1919).
Iowa Code §§ 256; 279.8.
281 I.A.C. 12.4
282 I.A.C. 14.

I.C. Iowa Code

Iowa Code § 279.8

Iowa code § 256

Description[Directors - General Rules - Bonds of Employees](#)[Dept. of Education](#)**I.A.C. Iowa Administrative Code**

281 I.A.C. 12.4

282 I.A.C. 14

Description[School Personnel](#)[Educational Examiners - Special Education Endorsements](#)**Case Law**

Clay v. Cedar Falls ISD

Description

187 Iowa 89, 174 N.W. 47 (1919).

Cross References**Code**

405.02

406.05

410.01

411.01

Description[Licensed Employee Qualifications, Recruitment, Selection](#)[Licensed Employee Group Insurance Benefits \(I, II\)](#)[Substitute Teachers](#)[Classified Employee Defined](#)

