

Approval of Local Permits

Category	Human Resources		
Subject	Approval of Local Permits		
Adopted	November 2015	Revised	February 2021

Policy Statement

The employment of qualified and skilled educators is one of the most critical responsibilities for the School District to carry out toward ensuring that quality educational programs and services are effectively supported.

Procedures

1. Applications for Local Permits will follow the same procedures, requirements and processes that are outlined for other employees in the School District.
2. Applicants for Local Permits should possess a minimum of one/two year(s) post-secondary education. Education and/or experience requirements are subject to current recruitment needs.
3. All new applicants will be screened by Human Resources for suitability and District needs and reviewed and approved by the Superintendent before being approved to the District Substitute Teacher List.
4. All successful applicants will be expected to complete orientation and professional development activities as determined by the School District.
5. Applications as well as renewals for Local Permits are received and approved on a yearly basis.

Reference