

**DIOCESE OF DAVENPORT
BOARD OF EDUCATION**

SERIES 300: ADMINISTRATION

POLICY 303

CONTRACT AND CERTIFICATION

It shall be the policy of the Diocesan Board of Education that, after local board approval, all paid administrators and teachers in the schools be placed on contract, and submit required evidence of certification/licensure to the appropriate authority.

In addition, the teacher must possess or be eligible to obtain an Iowa teaching license/certificate with the necessary endorsement(s) for the grade levels and/or subject(s) taught, prior to being placed on a contract.

Probationary contracts will be used for the first three years of a teacher's employment and the first two years of an administrator's employment.

By July 1st or prior to a teacher or administrator receiving compensation, each school administrator (president/principal) shall present evidence to their local board of education:

- That all contracted teachers hold a valid Iowa teacher's license and any applicable certification, with a copy on file at the school
- That a copy of the administrator's license, contract and resume/curriculum vitae has been submitted to the Office of Catholic Schools
- That all school employees and volunteers are compliant with the Diocesan [Safe Environment Requirements](#), as set forth by the Office of Safe Environment