



## Provo City School District Policy Series 5000

5020 P2

### Employment of Non-US Citizens

Prior to hiring a non-US Citizen, the District will ensure through posting the position, that no qualified US Citizen is available to meet the District's need. Once Human Resources determines no US Citizen qualified for the position, principals and directors must follow all steps in 5020 P-1, Hiring procedures – Licensed & Educational Support Professionals positions. If the best candidate is not a US Citizen, teachers must meet the requirements as outlined by the Utah State Office of Education. Principals or directors must provide written documentation certifying the requirements are met and stating the programmatic need to the Deputy Superintendent. (5020-F2)

#### All Non-US Citizens

Using form F2, principals and directors must state the programmatic necessity for using a Non-US Citizen.

#### Non-US Citizen Teachers

Using form F2, principals and directors must document that teachers have completed the following prior to being employed by Provo City School District:

- 1 – Obtain a teaching license from the USOE; and
- 2 – Obtain the proper USOE endorsement for the course(s) being taught or a State Approved Endorsement Program (SAEP); and
- 3 – Obtain the proper VISA, permanent residency, etc. to legally work in the USA;
- 4 – Obtain a level one teaching license prior to March 15 of the intern year to be offered employment the following year.
- 5 - Teachers who do not meet the above requirements may be considered if there is sufficient rationale to show they are qualified in the language and they agree to meet the requirements for an Alternate Route to Licensure (ARL) or a foreign teacher credential. Teachers using the ARL are limited to a maximum of three (3) years to complete the ARL requirements. Teachers using the foreign credentialed option are limited to a maximum of one (1) year on a Letter of Authorization.
- 6 – Guest or foreign credentialed exchange teachers provided by the Utah State Office of Education (USOE), may be exempt from the above requirements during their USOE appointment. At the end of the appointed period, in order to be eligible for further employment with the district, teachers must meet items 1-4 or 3&5 above.

Teachers with a less than effective rating on their evaluation will not be considered for Visa sponsorship or continued employment.

Questions regarding this process should be directed to Provo School District Human Resources 801-374-4800.

Adopted: March 11, 2014