

## **Lewis Center for Educational Research**

**BP 4100: PERSONNEL  
CERTIFICATED PERSONNEL**

**Adopted: June 5, 2003**

**Revised: November 13, 2023**

The Lewis Center for Educational Research (“LCER”) Board of Directors (“Board”) recognizes that teachers and other certificated personnel work closely with students in carrying out the LCER's educational goals. The President/Chief Executive Officer or designee shall ensure that the duties, responsibilities, and LCER expectations for certificated positions are clearly defined and made known to each member of the certificated staff.

In accordance with California Education Code and the individual positions’ requirements, LCER’s teachers and other certificated employees are required to hold minimum education and valid California Commission on Teacher Credentialing certificates, permits and/or other documents in order to meet certain state and federal requirements related to subject matter expertise. Each certificated staff member shall be held accountable for all mandatory certifications and duties assigned to them and shall undergo regular performance evaluations in accordance with LCER policies and procedures. The Board strongly encourages certificated staff to continually improve their skills and pursue excellence within their profession.

Policies, rules and regulations related to certificated personnel shall be available to all concerned and shall be administered in a fair and equitable manner.