

Temporary Employment Agreement (1 year)

Contract Year: 2025-2026

I, _____, understand that the position of _____ at _____ school/location is a temporary, one-year-only position due to either inadequate licensure, temporary funding, RIS or another reason. Please check the appropriate category below that describes why your assignment is temporary.

☐ Underqualified Licensure Status

I understand that my position is a temporary assignment, one-year-only, for the duration of the contract year as I am currently licensed/endorsed with an AEL or LEA Specific with the Utah State Board of Education (USBE). Educators hired without adequate licensure for their assignment are underqualified and are authorized by the District as a temporary employee for the current contract year only (DP311 - Evaluation for Licensed Personnel & DP316 NEG – Orderly Termination). Your signature below indicates that you understand that:

1. Your current assignment is a temporary assignment for the current school year only with no expectation of continued employment beyond the current contract year.
 - a. As this role is temporary, you will not be eligible for a leave of absence in the subsequent school year.
2. Licensure is a condition of employment. (DP316 NEG – Orderly Termination)
3. If available, this position will be advertised during the hiring window March-May. You may be eligible to re-apply for this or other positions within the District, provided you meet the following conditions.
 - a. Provide evidence of adequate progress toward licensure to your principal/director by February 1 of the current school year.
 - b. Participate in all required professional development courses and mentoring activities as provided and coordinated through the JSD Teaching and Learning Department.

Please select which license type the Educator currently holds:

- LEA-Specific (Board Approval Needed)
 - ☐ Out of State/Country Educator License
 - ☐ Expired Utah Educator License
 - ☐ No Utah Educator License

Evidence of adequate progress towards licensure may be documented by:

Applying for Utah Educator License with USBE and receiving an Associate or Professional Utah License.

<https://schools.utah.gov/licensing/apply>

- Associate Educator License (Enrolled in Licensure Program)
 - ☐ University Program
 - ☐ JSD APPEL Program
 - ☐ USBE APPEL SpEd Program
 - ☐ USBE SLT Institute

Evidence of adequate progress towards licensure may be documented by:

Making adequate progress towards licensure verified by the above licensure program guidelines and expectations.

☐ **Grant-Funded Position** ([See list of Grant-Funded Program Codes](#))

As this assignment is funded by grant money and/or yearly allocated state/federal funding, this position is considered temporary for the current contract year only (DP311 - Evaluation for Licensed Personnel & DP316 NEG – Orderly Termination). This form is required for all temporary assignments. Your signature below indicates that you understand that:

1. Your current assignment is a year-to-year position based on supervisor discretion for the current school year only with no expectation of continued employment beyond the current contract year. You are not guaranteed an equivalent position for the following school year regardless of the number of years you have been employed by Jordan School District.
2. Employees with a professional license and proper endorsements are welcome to attend the annual teacher transfer fair if at least one of the circumstances detailed in the Reduction in Licensed Staff policy, DP327–NEG apply (i.e. declining enrollment, the discontinuance or substantial reduction of a particular service or program, the shortage of anticipated revenue, school consolidation, or other unforeseen circumstances).

☐ **Other:** _____

This teaching assignment is considered temporary for the current school year and may include: classroom teaching, online teaching, or as a long-term substitute. This form is required for all temporary assignments. Your signature below indicates that you understand that: Your current assignment is a year-to-year position based on supervisor discretion for the current school year only with no expectation of continued employment beyond the current contract year. You are not guaranteed an equivalent position for the following school year regardless of the number of years you have been employed by Jordan School District.

Educator/Employee Signature: _____

Date: _____

Principal/Director Signature: _____

Date: _____

Submit a copy of this form to Human Resources

Received by HR: _____

Date: _____

HR Specialist