**Policy: Approval of Teaching Faculty  
 Appointments**

**Introduction:  
Teacher’s License** refers to a certificate issued by an authorized government entity to an academically and professionally qualified individual to allow him to work as a teacher in the Elite American Private School in the Emirate. The certificate shall state that the authorized government entity has verified the individual’s experience and qualifications, and that he meets its requirements for teachers.  
  
**Rational:**

To establish and reinforce best practice in Teaching Faculty appointments in the Elite APS in the Emirate.  
  
**Policy Statement:**  
The minimum qualifications and requirements for teachers is a main condition to obtain the Teacher's License from the authorized government entity, to become eligible to work at Elite APS. Elite APS shall only employ Teaching Faculty who have been issued and hold a valid Teacher's License from an authorized government entity. Pending the implementation of the Teacher's License procedures, from such authorized government entity, Schools shall only employ Teaching Faculty that hold valid MOE - issued Appointment Letters.  
  
***Approval for Teaching Faculty Appointment (Transitional Arrangements):***

1. The School selects and interviews suitable candidates for the position of teacher  
that meet the MOE’s experience and qualifications requirements.

2. The School and candidate complete the nomination form, curriculum vita, self introductory form and criminal status certificate (issued by relevant government  
entities in the UAE for the resident candidate, and issued by the candidate’s  
country if he/she is new to the UAE), together with any other required  
documentation and fees.  
3. Should the candidate fail the required vetting, the School will need to submit new  
forms for a new candidate before step four can then take place.  
4. Elite APS issues an Appointment Letter for the position of teacher, after  
completing the required checks.  
  
The School Principal is ultimately responsible for selection and appointment of Teaching Faculty as per the specific needs of the School and in accordance with the MOE’s requirements. The Principal shall submit details for any Teaching Faculty candidates to the MOE for review, in order to ensure the candidates meet the  
stipulated requirements.  
  
**Roles and Responsibilities:**

Elite APS will submit the details of any proposed Teaching Faculty appointments to the MOE for review.  
  
Elite APS will build consensus with every individual teacher by singing job description provided to the candidate.