

**256.165 Authorizations — coaching, school business officials, school administration managers, substitute teachers.**

1. a. Except as provided in paragraph “b”, the minimum requirements for the board to issue a coaching authorization to an applicant are:

(1) Successful completion of one semester credit hour or ten contact hours in a course relating to knowledge and understanding of the structure and function of the human body in relation to physical activity.

(2) Successful completion of one semester credit hour or ten contact hours in a course relating to knowledge and understanding of human growth and development of children and youth in relation to physical activity.

(3) Successful completion of two semester credit hours or twenty contact hours in a course relating to knowledge and understanding of the prevention and care of athletic injuries and medical and safety problems relating to physical activity.

(4) Successful completion of one semester credit hour or ten contact hours relating to knowledge and understanding of the techniques and theory of coaching interscholastic athletics.

(5) Attainment of at least eighteen years of age.

b. The board shall issue a transitional coaching authorization to an individual who is at least twenty-one years of age and who provides verification of an offer of a coaching position by a school or a consortium of schools, but who has not completed the coursework required for a coaching authorization as specified in paragraph “a”. A transitional coaching authorization is valid for not more than one year, shall not be renewed, and is valid only in the school or consortium of schools making the offer of the coaching position. A consortium of schools may include a school district, a school district school attendance center, or an accredited nonpublic school, or any combination thereof. However, prior to issuing a transitional coaching authorization to an individual under this paragraph “b”, the board shall ensure that the individual meets all of the following requirements:

(1) Completes a shortened course of training relating to the code of professional rights and responsibilities, practices, and ethics developed in accordance with [section 256.146, subsection 1](#), paragraph “a”, by the board specifically for transitional coaches.

(2) Completes the child and dependent adult abuse mandatory reporter training required by [sections 232.69](#) and [235B.16](#).

(3) Completes a nationally recognized concussion in youth sports training course.

(4) Complies with the background investigation requirements established by the board pursuant to [section 256.146, subsection 16](#).

2. a. The board shall issue a school business official authorization to an individual who successfully completes a training program that meets the standards set by the state board of education pursuant to [section 256.7, subsection 30](#), and who complies with rules adopted by the board pursuant to [subsection 5](#).

b. A person hired on or after July 1, 2012, as a school business official responsible for the financial operations of a school district who is without prior experience as a school business official in Iowa shall either hold the school business official authorization issued pursuant to paragraph “a” of [this subsection](#) or obtain the authorization within two years of the start date of employment as a school business official.

c. An individual employed as a school business official prior to July 1, 2012, who meets the requirements of the board, other than the training program requirements of paragraph “a”, shall be issued, with no fee for issuance, an initial authorization by the board, but shall meet renewal requirements for an authorization within the time period specified by the board.

3. The board shall issue a school administration manager authorization to an individual who successfully completes a training program that meets the standards set by the state board pursuant to [section 256.7, subsection 30](#), and who complies with rules adopted by the state board pursuant to [subsection 5](#).

4. The board shall issue a substitute authorization that allows an individual to substitute in grades prekindergarten through twelve for no more than ten consecutive days in a thirty-day period in one job assignment for a regularly assigned teacher who is absent, except in the

driver education classroom. A school district administrator may file a written request with the board for an extension of the ten-day limit in one job assignment in a thirty-day period on the basis of documented need and benefit to the instructional program. The executive director of the board or the executive director's designee shall review the request and provide a written decision either approving or denying the request. A substitute teacher authorization shall require not less than the successful completion of an associate degree or not less than sixty undergraduate semester hours, or the equivalent, from a college or university accredited by an institutional accrediting agency recognized by the United States department of education.

5. The board shall adopt rules under [chapter 17A](#) for authorizations, including but not limited to approval of courses, validity and expiration, fees, and suspension and revocation of authorizations.

6. The state board of education shall work with institutions of higher education, private colleges and universities, community colleges, area education agencies, and professional organizations to ensure that the courses and programs required for authorizations under [this section](#) are offered throughout the state at convenient times and at a reasonable cost.

[84 Acts, ch 1296, §3](#)

C85, §260.31

[86 Acts, ch 1245, §1452](#); [89 Acts, ch 265, §15, 16](#); [90 Acts, ch 1249, §11](#)

C93, §272.31

[97 Acts, ch 32, §1](#); [2010 Acts, ch 1099, §2](#); [2010 Acts, ch 1183, §29](#); [2012 Acts, ch 1119, §26](#); [2013 Acts, ch 30, §65](#); [2016 Acts, ch 1066, §2](#); [2021 Acts, ch 109, §1](#); [2022 Acts, ch 1021, §53](#); [2023 Acts, ch 19, §2603](#)

C2024, §256.165

Referred to in [§232.69, 279.19B](#)