

St. Lucie

PUBLIC SCHOOLS



HUMAN RESOURCES HANDBOOK

TEACHER CERTIFICATION



St. Lucie Public Schools is an Equal Opportunity Agency

February 2025

TABLE OF CONTENTS

Human Resources Contacts	3
Certification of Instructional Personnel	4
Florida Course Code Directory	4
Official Statement of Status of Eligibility (SOE)	4
Temporary Certificates	4
Professional Certificates	8
Temporary Teacher Internship Certification.....	8
Reciprocity	8
District-Issued Certificates	8
Athletic Coaching Certificates	9
JROTC Certificates	9
Additions	9
Renewals	9
Florida Teacher Certification Exams	11
Teaching Out of Field	11
ESOL	11
Salary Supplements	12
School Board Policies	13
Appendix	
Appendix A: ESOL Information	20

HUMAN RESOURCES CONTACTS

Stacy Black
Certification Specialist

Stacy.Black@stlucieschools.org
772/429-7512

Isabel Suarez
Certification Specialist

Isabel.Suarez@stlucieschools.org
772/429-7507

Beverly Bernst
HR Operations Asst. Manager

Beverly.Bernst@stlucieschools.org
772/429-7515

Marla Grant Gutierrez
Director of Human Resources

Marla.Gutierrez@stlucieschools.org
772/429-3973

CERTIFICATION OF INSTRUCTIONAL PERSONNEL

All instructional personnel are obligated to obtain proper certification to be employed. Application to the Florida Department of Education, Bureau of Educator Certification, should be made before or immediately upon employment in an instructional position. To maintain employment, each new instructional employee must provide the district with proof of certification within 120 work days of employment. Failure to do so may result in loss of employment. The application for initial certification may be completed on-line at [Public Online Services \(fldoe.org\)](https://www.fldoe.org/public-online-services)

An individual who meets the minimum application requirements is issued an Official Statement of Status of Eligibility (SOE) which reflects the results of an evaluation of the application and all supporting documents submitted by the applicant. The SOE is valid for three (3) years from the date it is issued. The SOE advises the applicant of three key pieces of information:

1. Whether or not the applicant meets the subject requirements (specialization) for the subject or endorsement requested.
2. The requirements that are remaining for issuance of a temporary certificate in that subject.
3. The requirements that are remaining for issuance of a professional certificate in that subject.

The Bureau of Educator Certification is required to issue a Temporary Certificate to a qualifying applicant within fourteen (14) days from receipt of the issue request from an employer. Additionally, the employer will be notified electronically once the certificate has been issued. Delays may apply for special holds due to criminal history or illegible fingerprints as they require manual processing.

FLORIDA COURSE CODE DIRECTORY

State Board of Education Rule 6A-1.09441, Florida Administrative Code (FAC), requires that school-level, district-level, and postsecondary-level personnel use the Florida Course Code Directory when determining appropriate educator certification for specified courses. Directory files are located at <https://www.fldoe.org/policy/articulation/ccd/> and are broken down into the following sections:

- Section 1 – Narrative Section
- Section 2 – Administrative, Curricular and Service Assignments
- Section 3 – Grades K-5 Education Courses
- Section 3 – Grades 6-8 Education Courses
- Section 3 – Grades 9-12 and Adult Education Courses
- Section 4 – Exceptional Student Education K-12 Education Courses
- Section 5 – Career and Technical Education Programs and Courses
- Section 6 – Adult General Education Courses

Official Statement of Status of Eligibility (SOE)

An individual who meets the minimum application requirements is issued an Official Statement of Status of Eligibility (SOE) which reflects the results of a Bureau of Educator Certification (BEC) evaluation of the application, and all supporting documents submitted by the applicant as evidence of qualification for a Florida certificate. BEC evaluation specialists do not review a file until the "application" is complete. A complete file includes educator application, payment, and official transcripts or official evaluation of foreign transcripts by an approved credential agencies [Approved Credential Evaluation Agencies \(fldoe.org\)](https://www.fldoe.org/credential-evaluation). The SOE is valid for five years from the issue date, revisions or reprints of the SOE do not change the expiration date. The SOE advises the applicant of three key pieces of information:

- whether or not the applicant meets the "subject requirements" (specialization) for the subject or endorsement requested;
- requirements that are remaining for issuance of a Temporary Certificate in that subject; and
- requirements that are remaining for issuance of a Professional Certificate in that subject.

TEMPORARY CERTIFICATES

The temporary Florida certificate is valid for five (5) years. This certificate provides teachers with a bachelor's degree the opportunity to teach full-time while they complete the requirements for the professional certificate.

A passing score on the Florida General Knowledge Test or documentation of a master's or higher degree on an official transcript or credential evaluation from an accredited institution (effective July 01, 2021). Additional ways to demonstrate mastery are indicated on this website: <http://www.fldoe.org/teaching/certification/general-cert-requirements/general-knowledge.stml>.

Instructional personnel new to teaching in Florida are required to complete the Professional Education Competence Program (PEC) during the five-year validity period of their temporary certificate. The function of this program is to determine that new teachers have acquired professional education competence as demonstrated by their day-to-day classroom

performance. Most will complete the PEC in one year. This requirement must be met before a five-year professional certificate can be issued.

The Professional Education Test* is another requirement listed in the SOE for temporary certificate holders. This test assesses knowledge of pedagogy and professional practices in the field of education.

*On June 27, 2023, the Relief for Educators Whose Temporary Certificates Expire June 30, 2023 memo outlined the HB 1 provisions: (1) Waives passage of the General Knowledge Exam for an educator who has been provided three years of supports and instruction after failing the General Knowledge Exam and who has been rated effective or highly effective under section (s.) 1012.34, Florida Statutes (F.S.), for each of the last three years and (2) Eliminates passage of the Professional Education Test for an educator who has successfully completed a Professional Education Competency (PEC) Program, completed the professional preparation courses(individually and not in an education preparation program), and who has been rated effective or highly effective under s. 1012.34, F.S., for three years.

Non-education majors are required to establish Professional Preparation Competence (PPC). This requirement includes 15 hours of education coursework and earning one year of full-time teaching experience (Note:15 hour total applies to all subjects; however, more than 15 hours may be needed to complete all of the specific course requirements). The coursework credit is defined as follows:

- Classroom management with a focus on creating safe learning environments in which effective teaching and learning can take place by promoting a physically, emotionally, socially, and academically secure climate for students

SAMPLE COURSE TITLES:	
Classroom Management Building Classroom Discipline and Management Classroom Management and Teaching	Managing the Classroom Classroom Management and Guidance Core Classroom Management Strategies
NOTES:	
<ul style="list-style-type: none"> • Courses in this area must be taken at a college or university that awards bachelor's or higher degrees. Courses in this area should have an education prefix. • Exceptional Student Education courses relating to behavior management or behavior supports are not acceptable for this area. • Creating a "safe learning environment" is an integral component of classroom management and therefore does not have to be specifically identified. • Key Words: The titles of acceptable courses typically include the words "classroom" and "management" or "managing." 	

- Child and adolescent development, including theories and principles of learning

SAMPLE COURSE TITLES:	
Learning Developmental Psychology Cognition Theories of Learning Human Growth & Development Psychological Foundations of Education	Psychology of Learning Adolescent Psychology Educational Psychology Classroom Learning Principles Child Development Lifespan Development
NOTES:	
<ul style="list-style-type: none"> • Courses in this area may be taken at a two-year college, or a college or university that awards bachelor's or higher degrees. • Courses may have education, psychology, or other prefixes. • Do not use general psychology, abnormal psychology, psychology of exceptional children, behavior, group behavior, personality dynamics, or mental hygiene. 	

- Educational assessment practices that include analysis and application of data from statewide standardized assessments and other multiple sources to improve instruction and learning

SAMPLE COURSE TITLES:	
Measurement & Evaluation in the Classroom	Educational Measurement
Measurement, Evaluation & Assessment in Education	Assessment of Exceptional Individuals
Measurement & Evaluation in Education	

NOTES:

- The focus of this course is on analysis of data to improve student outcomes.
- Courses in this area must be taken at a college or university that awards bachelor's or higher degrees.
- Courses in this area should have an education prefix.
- Exceptional Student Education courses are acceptable in this area.
- Do not accept a course in Measurement in Education without additional information that the course includes the use of data to improve student achievement.
- Do not accept courses covering *only* Test Construction.
- Do not accept courses in Educational Research or Psychoeducational Assessment.
- Key Words: The titles of acceptable courses frequently include the words "Evaluation" or "Assessment."

- Effective instructional techniques, strategies, and materials to meet the needs of diverse learners, including students with disabilities

SAMPLE COURSE TITLES:
Professional Teaching Practices
Effective Teaching in the Secondary School
Instructional Strategies
Middle Grades Instructional Strategies
Secondary Classroom Methods
Field Experiences
Teaching Practicum
Integrated Teaching in Elementary Education
Teaching Students with Exceptionalities in Inclusive Settings
Teaching Exceptional Students in Secondary Settings
UNACCEPTABLE COURSES
Curriculum Development
Elementary and Secondary Curriculum

NOTES:

- The focus of this requirement is on effective teaching techniques, *not* curriculum development. Therefore, a course covering *only* curriculum is not acceptable.
- Courses in this area must be taken at a college or university that awards bachelor's or higher degrees. Courses in this area should have an education prefix.
- Exceptional Student Education courses are acceptable in this area.
- Appropriate grade levels for courses in this area are preschool, prekindergarten, elementary, and secondary.
- Most courses on effective instructional strategies cover teaching methods for diverse learners. Therefore, specialists do not have to check course descriptions for inclusion of strategies for diverse learners. (See next note for exception.)
- If an individual has taken a senior institution instructional strategies course that clearly does not address diverse learners (e.g., Instructional Strategies for the Typical Learner), EDG 2701 Teaching Diverse Populations (or EDF 2085 Introduction to Diversity for Educators) may be used in conjunction with the upper level instructional strategies course to complete this requirement. EDG 2701 (or EDF 2085) by itself does not satisfy this requirement.
- Keywords: Indicators of acceptable courses are titles that include the words "Teaching," "Instructional Strategies," or "Methods."

- For certificate subject coverages classified by rule as academic or degreed career and technical, applications of research-based instructional practices in reading

SAMPLE COURSE TITLES:	
Florida Online Reading Professional Development (FORPD)* Foundations of Developmental Reading Teaching Reading in Middle and High School Methods of Teaching Reading in the Elementary School	Developmental Reading RED 5047 and RED5147 at Florida public universities Content Area Reading in the Secondary School Literacy in Special Education
NOTES:	
<ul style="list-style-type: none"> This requirement addresses the <u>foundations of research-based reading practices</u>. The FORPD* course, like all other professional preparation courses, must be taken for <u>college academic credit</u> as reflected on an official transcript. Completion of Competency 2 of a district Reading Endorsement add-on program <i>without earning college credit</i> does <u>not</u> satisfy this requirement. Courses in this area must be taken at a college or university that awards bachelor's or higher degrees. 	

- Instructional strategies for teaching students of limited English proficiency, including instruction in the English language and development of the student's mastery of the four language skills of listening, speaking, reading, and writing

SAMPLE COURSE TITLES:	
Theory and Practice of Teaching ESOL TESOL Issues and Practices ESOL Curriculum/ Instruction ESOL Strategies ESOL testing/assessment	ESOL 1, 2, or 3 ESOL Instruction in Content Area Methods of Teaching ESOL ESOL Foundations (or ESOL Methods)
UNACCEPTABLE COURSES	
Teaching Diverse Populations (or Introduction to Diversity for Educators) Courses with ESOL infused Applied Linguistics	Cross Cultural Studies Multicultural Perspectives Language Acquisition
NOTES:	
<ul style="list-style-type: none"> Courses in this area must be taken at a college or university that awards bachelor's or higher degrees. Teaching experience <u>CANNOT</u> be used toward this requirement. 	

- Practical Teaching Experience Requirement (PTER). This requirement may be satisfied by one of the two plans listed below

<ul style="list-style-type: none"> Six (6) semester hours earned in a college student teaching program or supervised internship completed in an elementary or secondary school or One (1) year of full-time teaching experience in an elementary or secondary school. See section entitled: Using Appropriate Teaching Experience for additional important information on PTER. 	
SAMPLE COURSE TITLES:	
Directed Teaching Internship	Student Teaching Practice Teaching

- Elective Credit

- a. Six (6) semester hours earned in a college student teaching program or supervised internship completed in an elementary or secondary school or
- b. One (1) year of full-time teaching experience in an elementary or secondary school. See section entitled:
See [Using Appropriate Teaching Experience](#) for additional important information on PTER.

SAMPLE COURSE TITLES:

Directed Teaching
Internship

Student Teaching
Practice Teaching

PROFESSIONAL CERTIFICATES

Florida's highest teaching certificate, the professional certificate, is a renewable teaching credential valid for five (5) years. Teachers with a bachelor's degree from a state-approved program can qualify for this certificate after they pass all required Florida Teacher Certification Exams (FTCE) and complete applicable paperwork.

TEMPORARY TEACHER INTERNSHIP CERTIFICATION

Effective September 1, 2023, Florida issues a five-year Temporary Teacher Internship Certificate for individuals who are enrolled in a state-approved teacher preparation program and have not earned a bachelor's degree.

RECIPROCITY

Florida offers two reciprocal routes to the professional certificate for applicants who hold valid standard certificates from other U.S. states, territories, and the National Board for Professional Teaching Standards (NBPTS).

DISTRICT-ISSUED CERTIFICATES

Career and Technical Education courses may be taught by qualified non-degreed personnel with expertise based upon verified satisfactory occupational experience. A person holding a district-issued certificate must be assigned to teach only Career and Technical Education courses as indicated in the Florida Course Code Directory. No teacher in a non-degreed assignment may be employed out-of-field.

The Human Resources Department issues an initial five-year nonrenewable temporary certificate in the same manner that state-certified teachers are certified. During the validity period of this temporary certificate, the teacher must provide documentation of the following to qualify for the professional certificate:

- A. Successful completion of the district's Professional Education Competence (PEC) Program.
- B. A passing score on the Professional Education Test*.
- C. A minimum of 12 semester hours in education courses with credit in each of the professional education areas listed below:
 - Teacher Methods
 - Course Construction
 - Lesson Planning and Evaluation
 - Teaching Special Needs Students
- D. Industry certification if state or national industry certifications are available and applicable as indicated in the Industry Certification Funding List ([CAPE - Secondary \(fldoe.org\)](#))

*On June 27, 2023, the Relief for Educators Whose Temporary Certificates Expire June 30, 2023 memo outlined the HB 1 provisions: (1) Waives passage of the General Knowledge Exam for an educator who has been provided three years of supports and instruction after failing the General Knowledge Exam and who has been rated effective or highly effective under section (s.) 1012.34, Florida Statutes (F.S.), for each of the last three years and (2) Eliminates passage of the Professional Education Test for an educator who has successfully completed a Professional Education Competency (PEC) Program, completed the professional preparation courses, and who has been rated effective or highly effective under s. 1012.34, F.S., for three years.

Upon receipt of the above documentation with the appropriate application and \$75 processing fee, the Human Resources Department will issue the Career and Technical Education teacher the five-year professional district certificate that is valid for five (5) years from July 1st of the school year it was issued. This certificate must be renewed in the identical manner that a state-issued certificate is renewed. Note, if the Career and Technical Education teacher also holds a Florida Department

of Education (FDOE) certificate, the District will align the district-issued certificate validity dates to match the FDOE certificate. Additionally, only a total of 120 in-service points will be required to renew both certificates.

ATHLETIC COACHING CERTIFICATES

Athletic Coaching certificates are issued to individuals who do not hold a valid Florida educator's certificate, but who are paid to coach in the public schools. For individuals who hold a valid Florida educator's certificate, the additional coaching certificate is not required by the State. Individuals who hold valid Florida certificates who wish to hold coaching certification may apply and meet the requirements to add the Athletic Coaching Endorsement.

The coach should apply for the one time only three-year nonrenewable Athletic Coaching Certificate or the five-year renewable certificate, if former college coursework is appropriate, at [Public Online Services \(fldoe.org\)](https://fldoe.org). The current processing fee is \$75.00.

The coach receives an Official Statement of Status of Eligibility from the Florida Department of Education (FDOE) that indicates eligibility for a three-year Athletic Coaching certificate and also lists the requirements for the five-year certificate. If the coach is not eligible for the five-year certificate, then he/she must complete the course requirements within the three-year validity period of the first certificate. When the coaching certificate is received, a copy should be sent to the Human Resources Department for inclusion in the coach's personnel file.

The School District of St. Lucie County in partnership with the American Sport Education Program (ASEP) offers ASEP on-line and classroom courses at <https://coacheducation.humankinetics.com/collections/632>. When the coach has completed the coursework, he/she will then apply to FDOE for the five-year Athletic Coaching certificate. Official documentation, including a copy of a valid cardiopulmonary resuscitation (CPR) card, will be sent to FDOE by the Human Resources Department verifying that the coach has completed the Athletic Coaching requirements. Applications must be submitted before the end of the validity period of the three-year certificate.

JROTC CERTIFICATES

The District accepts any initial qualification training from one of the United States military branches (Air Force, Army, Marines, or Navy). The validity dates will mirror those provided by Cadet Command. This is typically a three-year period.

Each certificate renewal shall be filed with the Human Resources Department. JROTC staff are not issued a local certificate with St. Lucie Public Schools.

ADDITIONS

Instructions for adding a subject to a certificate are as follows:

Adding a Coverage to a Professional Certificate

1. [Create or log in](#) to your VERSA User Account (District Affiliation is 56-St. Lucie).
2. Apply for your addition with the FLDOE via the [Online Licensing Service](#).
3. Pay the processing fee to St. Lucie Public Schools [here](#). If adding as a result of college credit, you will pay the processing fee to FLDOE at the end of the FLDOE application.

Adding a Coverage to a Temporary Certificate

1. [Create or log in](#) to your VERSA User Account (District Affiliation is 56-St. Lucie).
2. Apply for your addition with the FLDOE via the [Online Licensing Service](#).
3. Pay the processing fee to St. Lucie Public Schools [here](#). If adding as a result of college credit, you will pay the processing fee to FLDOE at the end of the FLDOE application.

How-To Video: [Application to Add a Subject or Endorsement to a Florida Teaching Certificate - YouTube](#)

RENEWALS

Applications for renewals are accepted up to one (1) year prior to the certificate expiration date. Renewals must occur on or before April 1 of the expiration year to be eligible for reappointment.

Active Employees and Local Charter Schools

1. [Create or log in](#) to your VERSA User Account (District Affiliation is 56-St. Lucie).
2. Review the [step-by-step instructions](#) on how to complete the FLDOE renewal application.
3. Apply for your renewal with the FLDOE via the [Online Licensing Service](#).
4. Pay the processing fee to St. Lucie Public Schools [here](#).

Former Retired Employees

1. [Create or log in](#) to your VERSA User Account (District Affiliation is 100-FLDOE).
2. Review the [step-by-step instructions](#) on how to complete the FLDOE renewal application.
3. Apply for your renewal with the FLDOE via the [Online Licensing Service](#).
4. Pay the processing fee to FLDOE.

How-To Video: [Application to Renew a Florida Teaching Certificate - YouTube](#)

Any person applying on or after July 1, 2014, for renewal or reinstatement of a Professional Certificate must earn at least one (1) semester hour of college credit or the equivalent twenty (20) in-service points in the *instruction of students with disabilities*. A minimum of six (6) semester hours of acceptable college credit or 120 in-service points is still required in order to renew your certificate. The credit in the *instruction of students with disabilities (SWD)* will now be required as a part of the overall credit for any renewal or reinstatement application received on or after July 1, 2014.

As an acceptable equivalent, you may earn a passing score on a Florida subject area exam during the current validity period for a subject reflected on your certificate to satisfy three (3) semester hours or sixty (60) in-service points of renewal credit. If your current Professional Certificate includes a subject in the *instruction of students with disabilities*, a passing score on the corresponding subject area exam (i.e., Exceptional Student Education, Hearing Impaired, Speech-Language Impaired, Visually Impaired) earned during the current validity period will satisfy three (3) semester hours of renewal credit and also the requirement for credit in the *instruction of students with disabilities*.

Instructional Personnel employed at a designated School of Excellence may substitute one (1) school year of employment at a School of Excellence for twenty (20) in-service points, up to sixty (60) points total in a five-year cycle, toward the renewal of a Professional Certificate. The 2017-2018 school year is the earliest that instructional personnel can substitute credit for one (1) year of employment at a designated School of Excellence. Instructional personnel must work a minimum of ninety-nine (99) days to earn credit for one (1) year of employment.

Teachers should check the amount of in-service points earned within the validity period (ex: July 1, 2020 - June 30, 2025) in [Frontline](#) prior to submitting the renewal application. Other renewal options include:

- In-service points: 1 hour = 1 in-service point
- College Classes: 1 semester hour = 20 in-service points
- Subject Area Exam: 1 passing score = 60 in-service points
- Teach a College Class: 1 semester hour = 20 in-service points
- A valid certificate issued by the National Board for Professional Teaching Standards will renew the Florida certificate in the subject shown on the national certificate.

Reading Training

Applicants who are renewing their certificates in the coverage areas below must take two credit hours (or 40 hours of professional development) in the use of explicit, systematic, and sequential approaches to reading instruction, developing phonemic awareness, and implementing multisensory intervention:

- Elementary Education (K-6)
- Elementary Education (1-6)
- English (1-6)
- English (6-12)
- ESOL (K-12)
- Exceptional Student Education (K-12) (Does not include retired special education coverages)
- Middle Grades English (5-9)
- Middle Grades Integrated Curriculum (5-9)
- Prekindergarten/Primary Education (Age 3 - Grade 3)
- Primary Education (K-3)
- Reading (K-12)
- Reading Endorsement

Coursework that meets these criteria and the SWD requirement can be used for both purposes. This change impacts those who are renewing their Professional Certificates with a validity period that starts July 1, 2020, or after, meaning that educators who have certificates with a validity period beginning July 1, 2020, would have until June 2025 to complete the requirements.

Educational Leadership or School Principal - Requirement for renewals beginning in 2025

Special provisions for educational leadership renewal of a professional certificate. As a component of the credit requirements specified under paragraph (1)(a) of this rule, an educator whose application for renewal of a professional certificate in educational leadership under Rule 6A-4.0082, F.A.C., or school principal under Rule 6A-4.0083, F.A.C., with a beginning validity date of July 1, 2025, or later must have earned at least one (1) college credit or twenty (20) in-service points in Florida's educational leadership standards found in Rule 6A-5.080, F.A.C.

FLORIDA TEACHER CERTIFICATION EXAMINATIONS

The purpose of the Florida Teacher Certification examinations (FTCE) is to ensure that all teacher candidates demonstrate the necessary content and pedagogical knowledge necessary to effectively instruct students in Florida. All FTCE exams are offered via computer at multiple locations throughout the state. Information on Florida Teacher Certification Exams can be found by going to www.fl.nesinc.com. This website provides up-to-date registration and testing information, information about test preparation materials, and services that enable you to register and obtain your unofficial test results on-line.

TEACHING OUT OF FIELD

Employees hired to teach out-of-field must complete the minimum college credit hours or equivalent, as specified below, each year toward certification in order to be eligible for reappointment.

A teacher out-of-field in a subject other than English for Speakers of Other Languages (ESOL) shall complete at least six semester hours of college credit or the equivalent toward the appropriate certification within one (1) calendar year from date of initial appointment to the out-of-field assignment and each calendar year thereafter until all course requirements are completed for the appropriate certification.

A teacher out-of-field in ESOL only shall complete at least three semester hours of college credit or the equivalent toward the ESOL requirements within the first two (2) calendar years from the date of the initial assignment and three semester hours or the equivalent during each calendar year thereafter until all course requirements for certification in ESOL are completed.

A teacher out-of-field in ESOL and another subject shall complete at least six semester hours of college credit or the equivalent toward the appropriate certification within one (1) calendar year from the date of initial appointment to the out-of-field assignment and each calendar year thereafter until all course requirements are completed for the appropriate certification. During the first two (2) years, at least three of the required hours or the equivalent shall be completed in ESOL strategies. Beginning with the third year and each year thereafter, at least three semester hours or the equivalent shall be completed in ESOL strategies and at least three semester hours in requirements for the other subject shall be completed until all course requirements are completed for the appropriate certifications.

If the out-of-field teacher is completing professional preparation coursework towards the professional certificate, six semester hours of the education coursework may be used in lieu of the six semester hours of college credit or the equivalent toward the appropriate certification.

St. Lucie Public Schools shall post out-of-field assignments thirty (30) days before the start of the student semesters. The principal is also required to notify parents in writing when teachers are teaching out-of-field before the October and February Full-Time Equivalent (FTE) survey periods. Each year, as applicable, the out-of-field teacher shall file appropriate verification of coursework until fully certified, with the Human Resources Department.

ESOL

The Consent Decree addresses the civil rights of English Language Learner (ELL) students, foremost among those their right to equal access to all education programs. In addressing these rights, the Consent Decree provides a structure that ensures the delivery of the comprehensible instruction to which ELL students are entitled. Training requirements are broken down into four categories (see Appendix A for ESOL information).

Category I: A teacher who is responsible for Language Arts/English, Developmental Language Arts, Intensive Reading, or Reading must complete the five ESOL Endorsement classes and add the coverage to their teaching certificate.

- Applied Linguistics
- Cross-Cultural Communication
- ESOL Curriculum
- Methods of Teaching ESOL
- Testing and Evaluation of ESOL

Once the ESOL Endorsement has been obtained, the teacher will also bank 300 points that may be used toward subsequent renewals of their certificate in any area. Alternatively, teachers may (1) take any two of the ESOL Endorsement classes and (2) take the ESOL K-12 Subject Area Exam (SAE). ESOL K-12 Certification will be retained on the Florida educator's certificate as long as the teacher has completed 120 ESOL in-service points or two ESOL college classes prior to recertification. The ESOL in-service or coursework must be completed within three (3) years of adding the ESOL K-12 certification to the teaching certificate.

Category II: A secondary education teacher who teaches Social Studies, Mathematics, Science, or Computer Literacy requires 60 ESOL in-service points or one of the endorsement classes listed above.

Category III: This applies to elective teachers; a teacher who is not in Category 1, 2, or 4 (i.e. Art, Music, Physical Education, Media Specialists, Speech-Language Pathologists, Occupational Therapists, Foreign Language teachers, etc.) requires 18 ESOL in-service points or one of the endorsement classes listed above.

Category IV: Administrators and Guidance Counselors require 60 ESOL in-service points or one of the endorsement classes listed above.

When a Category I teacher who is not certified or endorsed in ESOL is assigned to teach a class in which an active ELL student is enrolled, the teacher is identified as out-of-field. Once this occurs, the teacher is required to work toward ESOL endorsement/certification regardless of whether or not they have ESOL students in their class in subsequent years. Beginning with the 2011-2012 school year, Category I teachers must complete all ESOL training requirements consecutively within a six-year period. In other words, teachers must earn 60 in-service hours within the first two (2) years and 60 in-service hours each year after until fulfilling the required hours. They may take more than the minimum required hours each calendar year, but they cannot skip any years or double-up. The intent is for training to occur in a continuum in order to help the teacher become proficient as soon as possible, thereby benefiting the ELL students.

SALARY SUPPLEMENTS

The restriction on awarding salary supplements for advanced degrees is based upon Senate Bill 736, which was passed during the 2011 legislative session. The exact language from Senate Bill 736 is as follows:

A District school board may not use advanced degrees in setting a salary schedule for instructional personnel or school administrators hired on or after July 1, 2011, unless the advanced degree is held in the individual's area of certification and is only a salary supplement.

The Human Resources Department references a list of acceptable majors recommended by the Florida Department of Education to determine eligibility for the advanced degree supplement.

SCHOOL BOARD POLICIES

1120 - EMPLOYMENT OF ADMINISTRATORS

The School Board recognizes that it is vital to the successful operation of the District that administrative positions created by the Board be filled with highly qualified and competent personnel.

The Board shall approve the employment, determine the compensation, and establish the term of employment for each administrator employed by the Board. Approval shall be given only to those candidates for employment recommended by the Superintendent. Administrators shall recommend to the Superintendent the best qualified administrative applicant available.

Administrators are individuals who supervise the resources, operations, and management of school(s) and/or department(s) and meet established qualifications.

Any administrative staff member's misstatement of fact material to qualifications for employment or the determination of salary shall be considered to constitute grounds for dismissal.

A candidate shall be disqualified from employment in any administrative position that requires direct contact with students if the candidate is ineligible for such employment under F.S. 1012.315.

A person is ineligible for educator certification or employment in any position that requires direct contact with students if:

- A. they are on the disqualification list maintained by the Florida Department of Education under F.S. 1001.10(4)(b);
- B. they are registered as a sex offender as described in 42 U.S.C. 9858f(c)(1)(C);
- C. they are ineligible based on a security background investigation under F.S.435.04;

Beginning January 1, 2025, or a later date as determined by the Agency for Health Care Administration, the Agency for Health Care Administration shall determine the eligibility of employees in any position that requires direct contact with students in a District school.

- D. they would be ineligible for an exemption under F.S. 435.07(4)(c); or,
- E. they have been convicted or found guilty of, or have had adjudication withheld for, or have pled guilty or nolo contendere to (1) any criminal act in another state or under Federal law which, if committed in Florida, constitutes a disqualifying offense under F.S. 435.04(2) or (2) any delinquent act committed in Florida or any delinquent or criminal act committed in another state or under Federal law which, if committed in Florida, qualifies an individual for inclusion on the Registered Juvenile Sex Offender List under F.S. 943.0435.

To be eligible for employment in an administrative position requiring certification, an individual must be of good moral character and hold a valid certificate issued pursuant to Florida law and the rules of the State Board of Education. A copy of the certificate shall be filed with the District.

In addition, the Board shall allow an individual with a temporary certificate in educational leadership to be eligible for administrative positions for which State certification in educational leadership is required. Pursuant to State law and rules adopted by the State Board of Education, an individual must earn a passing score on the Florida Educational Leadership Examination, document three (3) years of successful experience in an executive management or leadership position, and hold a bachelor's degree or higher from an accredited institution of higher learning to qualify for a temporary certificate in educational leadership. A person who is employed under a temporary certificate in educational leadership must be under the mentorship of a State-certificated school administrator during the term of the temporary certificate.

The Superintendent shall also conduct employment history checks of all candidates for administrative positions. The employment history check shall include, but not be limited to, contacting any previous employer and screening the candidate through the use of the screening tools described in State law. If contact with (a) previous employer(s) cannot be made, the Superintendent shall document the efforts made to do so.

F.S. 1012.33 states that "the first ninety-seven (97) days of an initial principal's or supervisor's contract is a probationary period. During the probationary period, the employee may be dismissed without cause or may resign from the contractual position without breach of contract." This statement means that individuals who are appointed into their initial administrative positions in the State of Florida will have a ninety-seven (97) day probationary period.

All administrators shall become familiar with the policies of the Board and other policies, regulations, memoranda, bulletins, and handbooks that pertain to their duties in the District. Any administrator employed by the Board who shall be guilty of any willful violation of the policies of the Board shall be guilty of gross insubordination and shall be subject to dismissal or other lesser penalty as the Board may prescribe.

Members of the administrative staff are required to have listed telephones at their residences. The regulation includes principals and assistant principals. This requirement may be waived by the Superintendent for a period not to exceed six (6) months, subject to review and extension at the end of the six (6) month period if justification for the waiver still exists.

General Knowledge Examination Assistance

Any employee who does not achieve a passing score on any subtest of the general knowledge examination will be provided information regarding the availability of State-level and District-level supports and instruction to assist him/her in achieving a passing score. Such information will include, but is not limited to, State-level test information guides, School District preparation resources, and preparation courses offered by State universities and Florida college system institutions.

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3120 - EMPLOYMENT OF INSTRUCTIONAL STAFF

The School Board recognizes that it is vital to the successful operation of the District that positions created by the Board be filled with highly qualified and competent personnel.

The Board may establish reciprocal certification agreements with other Florida school districts whose employment and/or certification requirements are comparable to those of the School District.

The Board shall require a candidate for employment with an out-of-district certificate not comparable to the District certification to complete all requirements for initial employment and certification.

The Superintendent shall also conduct employment history checks of all candidates for instructional staff positions. The employment history check shall include, but not be limited to, contacting any previous employer, reviewing each affidavit of separation from previous employers pursuant to F.S. 1012.31, and screening the candidate through the use of the screening tools described in State law. If contact with (a) previous employer(s) cannot be made, the Superintendent shall document the efforts made to do so.

Any instructional staff member's misstatement of fact material to qualification for employment or the determination of salary shall be considered to constitute grounds for dismissal.

A candidate shall be disqualified from employment in any position that requires direct contact with students if the candidate is ineligible for such employment under F.S. 1012.315, or if the candidate has been terminated or resigned in lieu of termination for sexual misconduct with a student.

A person is ineligible for educator certification or employment in any position that requires direct contact with students if:

- A. they are on the disqualification list maintained by the Florida Department of Education under F.S. 1001.10(4)(b);
- B. they are registered as a sex offender as described in 42 U.S.C. 9858f(c)(1)(C);
- C. they are ineligible based on a security background investigation under F.S.435.04; Beginning January 1, 2025, or a later date as determined by the Agency for Health Care Administration, the Agency for Health Care Administration shall determine the eligibility of employees in any position that requires direct contact with students in a District school.
- D. they would be ineligible for an exemption under F.S. 435.07(4)(c); or,
- E. they have been convicted or found guilty of, or have had adjudication withheld for, or have pled guilty or nolo contendere to (1) any criminal act in another state or under Federal law which, if committed in Florida, constitutes a disqualifying offense under F.S. 435.04(2) or (2) any delinquent act committed in Florida or any delinquent or criminal act committed in another state or under Federal law which, if committed in Florida, qualifies an individual for inclusion on the Registered Juvenile Sex Offender List under F.S. 943.0435.

The Board shall approve employment, upon the recommendation of the Superintendent.

Upon Board approval of employment, each instructional staff member shall execute a written contract as required by State law and Policy 3128 - *Contracts: Instructional Personnel*.

INSTRUCTIONAL PERSONNEL

Qualifications of instructional personnel shall be as required by law and Florida Administrative Code. To be eligible for appointment in any position in the District, a person must be of good moral character; must have attained the age of eighteen (18) years; and must, when required by law, hold a certificate or license issued under rules of the state Board of Education or the Department of Children and Family Services, except when employed pursuant to F.S. 1012.55 or under the emergency provisions of F.S. 1012.24. Previous residence in this State shall not be required in any school of the State as a prerequisite for any person holding a valid Florida certificate or license to serve in an instructional capacity.

Any employee who does not achieve a passing score on any subtest of the general knowledge examination will be provided information regarding the availability of State-level and District-level supports and instruction to assist him/her in achieving a passing score. Such information will include, but is not limited to, State-level test information guides, School District preparation resources, and preparation courses offered by State universities and Florida college system institutions.

CERTIFICATION

A. State Certification

For purposes of this policy, "primary instructor" refers to any instructional employee of a Florida public school district who provides direct support in the learning process by planning, delivering, and evaluating instruction, including through virtual or blended environments, for all students during the entire class period.

Teachers who teach in classes for which FEFP funds are earned shall be certified teachers as defined in F.S. 1012.56 and the Florida State Board of Education Administrative Rule, F.A.C. 6A-1.0503 and 6A-1.0502.

B. In-Field

To be considered "in-field," a primary instructor must meet one of the following qualifications:

1. the teacher is assigned to a course covering subject matter for which the teacher holds a certificate per F.S. 1012.55; or
2. demonstrates sufficient subject matter expertise as determined by F.A.C. 6A-1.0503, (2)(a)-(h). F.S. 1012.42

C. District Certification

It is the intent of the Board that nondegree vocational instructional personnel possess the credentials, knowledge, and/or expertise necessary to provide quality education in the District. The purpose of District certification is to provide evidence of instructional qualifications in order to protect the interest of students, parents, and the public. The requirements for District certification may be found in the Board Nondegree Vocational Employment and Certification Procedures.

The Board may revoke a District certificate for cause. The application fee for the District Vocational Certificate shall be the same as a State issued Educator's Certificate.

D. District Adjunct Teaching Certification

The District may issue an adjunct teaching certificate to any applicant who fulfills the requirements of State law and who has subject-area expertise in the subject to be taught. An applicant will be considered to have expertise in the subject matter to be taught if the applicant demonstrates sufficient subset-area mastery through passage of a subject-area test. An adjunct teaching certificate may be for a part-time or full-time teaching position; however, an adjunct teaching certificate issued for a full-time teaching position is valid for no more than five (5) years and is nonrenewable. The District will post requirements on its website for the issuance of an adjunct teaching certificate, including the subject area test through which an applicant demonstrates subject area mastery.

Annually, the District will report to the FLDOE the number of adjunct teaching certificates issued for part-time and full-time teaching positions pursuant to this provision.

NONCERTIFICATED INSTRUCTIONAL PERSONNEL

The Superintendent is hereby authorized to select and recommend noncertificated instructional personnel for appointment, pursuant to State Board of Education Rule F.A.C. 6A-1.0502, in a critical teacher shortage area, as identified by the Board. To be eligible for employment under this provision, such individuals must hold a Bachelor's or higher degree and possess expert skill in or knowledge of a particular subject or talent, but not hold a Florida teaching certificate. Instructional personnel employed under this policy will not be entitled to receive a contract and shall be governed by the criteria found in the Board Noncertificated Instructional Personnel Procedures.

CERTIFICATED PERSONNEL

Any person employed in a position requiring certification shall possess a valid certificate issued pursuant to Florida law or issued by the Board and shall file said certificate with the Superintendent.

ALTERNATIVE CERTIFICATION

The alternative certification program is a competency-based program designed to expand the pool of educators to include non-education majors committed to making a positive impact on student achievement.

LICENSED PERSONNEL

Licensed personnel will receive contracts, salary, and benefits. To be eligible for employment these individuals must hold a license to practice in the State of Florida.

HEROES IN THE CLASSROOM

An honorably discharged or retired military veteran or retired first responder who commits to joining the teaching profession as a full-time classroom teacher is eligible for a one-time sign-on bonus administered by the Department of Education (DOE), subject to legislative appropriation. An eligible veteran or first responder may receive an additional bonus for teaching a course in a high-demand teacher need area, as identified by the DOE. For any such eligible veteran or first responder employed by it, the Board will provide any necessary information requested by the DOE and, in a manner established by the DOE, notify the eligible veteran or first responder that employment may impact their pension from a previous employer.

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3120.03 - ATHLETIC COACHES

Each person who is employed and renders service as an athletic coach in any District high school shall hold a valid temporary or professional certificate or an athletic coaching certificate. The athletic coaching certificate may be used for either full-time or part-time positions. (The provisions of this policy do not apply to any athletic coach who voluntarily renders service and who is not employed by any public school district in this State.)

In addition to the requirements for certification provided for in Policy 3120, athletic coaches shall complete a sports safety course which shall count for six (6) hours of required School District in-service instruction for athletic coaching certification if the course is approved by the Florida High School Athletic Association Board of Directors and meets specified requirements. The course must consist of at least eight (8) modules, must immediately provide an individual with a "merit" certificate at the time of successful completion, and must be delivered through hands-on and online teaching methods. The hands-on course material must be less than 120 pages. In addition, the course must be taught by either a State-licensed athletic trainer who holds a current certificate from the Board of Certification or a member of the American Academy of Orthopedic Surgeons. The course must cover sports safety specifically, excluding coaching principles and procedures for cardiopulmonary resuscitation. The course must be authorized or approved by at least ten (10) health care professionals, must be revised and reviewed for updates at least once every thirty (30) months, and must be available to the general public for a retail price under \$50. Also, each course examination must be automated and taken online with a score of eighty percent (80%) or better for successful completion.

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3130 - APPOINTMENT, ASSIGNMENT, TRANSFER, AND PROMOTION OF INSTRUCTIONAL STAFF

The School Board believes that the appropriate placement of qualified and competent staff is essential to the successful functioning of the District.

Appointment and Assignment

When developing his/her recommendation for appointments of instructional staff, the Superintendent shall consider nominations for staff appointments submitted by the principals. Further, if the Superintendent intends to recommend placement of a staff member in a school who was not nominated by the principal, the Superintendent will consult with that principal. In accordance with State law, a principal may refuse to accept the Superintendent's proposed assignment of an instructional staff member to his/her school unless that instructional staff member has a performance rating of effective or highly effective under F.S. 1012.34.

After such required consideration and consultation, the Superintendent shall submit written recommendations with regard to the appointment and assignment of instructional staff for Board action.

The Board shall act not later than three (3) weeks following the receipt of State mandated testing scores and data, including school grades, or June 30th, whichever is later, on the Superintendent's nominations of supervisors, principals, and members of the instructional staff.

In accordance with State law, the Board may reject the Superintendent's recommendation for initial appointment and assignment, or re-appointment and assignment, for good cause.

The Board authorizes the Superintendent to temporarily reassign employees when the Superintendent determines that is in the employee's and/or School District's best interest(s).

Assignment to Schools Graded "D" or "F"

Pursuant to statutory requirements, the percentage of temporarily certified teachers, teachers in need of improvement, or out-of-field teachers assigned to schools graded "D" or "F" under State law shall not be greater than the District average. Such assignments shall be consistent with the collective bargaining agreement.

A newly hired instructional staff member may be assigned to a school that has earned a grade of "F" in the previous year, or any combination of three (3) consecutive grades of "D" or "F" in the previous years, if the individual:

- A. has received an "effective" or "highly effective" rating in the immediate prior year's performance evaluation;
- B. has successfully completed or is enrolled in a teacher preparation program, is provided with high-quality mentoring during the first two (2) years of employment, holds a professional certificate and holds a probationary contract; or
- C. holds a probationary contract, holds a professional certificate and has successful teaching experience, and if, in the judgment of the school principal students would benefit from the placement of that individual.

The Superintendent will annually certify to the Commission of Education that these requirements are being met.

Assignment to Teacher Preparation Programs

All instructional personnel who supervise or direct teacher preparation students during field experience courses or internships in which candidates demonstrate an impact on student learning growth must have evidence of "clinical educator" training, a valid professional certificate and at least three (3) years K-12 teaching experience and must have earned an "effective" or "highly effective" rating on the prior year's performance evaluation or be a peer evaluator under the District's evaluation system.

All instructional personnel who supervise or direct teacher preparation students during field experience courses or internships in another state, in which a candidate demonstrates an impact on student learning growth, through a Florida online or distance program must have received "clinical educator" training or its equivalent in that state, hold a valid professional certificate issued by the state in which the field experience takes place, and have at least three (3) years of K-12 teaching experience.

All instructional personnel who supervise or direct teacher preparation students during field experience courses or internships, in which a candidate demonstrates an impact on student learning growth, on a United States military base in another country through a Florida online or distance program must have received "clinical educator" training or its equivalent,

hold a valid professional certificate issued by the United States Department of Defense or a state or territory of the United States, and have at least three (3) years of K- 12 teaching experience.

Teachers Teaching Out-of-Field

"Out-of-field" means a teacher is assigned to a course covering subject matter outside the field for which the teacher holds a certificate pursuant to F.S. 1012.55 or for which the teacher has not demonstrated sufficient subject matter expertise pursuant to F.S. 1012.42 and as determined by F.A.C. 6A-1.0503, (2)(a)-(h).

A. Out-of-Field Teacher Plan

The Superintendent shall prepare a plan to assist any teacher teaching out-of-field with priority consideration to be given in professional development activities.

The plan must include provisions that require out-of-field teachers to participate in a certification or staff development program designed to provide the teachers with the competencies required for their assigned duties.

The plan must also include duties of administrative personnel and other instructional personnel to provide students with instructional services.

The plan shall be reviewed and considered for adoption by the Board during a publicly-noticed meeting.

B. Approval of Out-of-Field Teachers

A teacher considered out-of-field per F.A.C. 6A-1.0503, (1)(c), shall be approved by the Board to teach out-of-field after a determination that a teacher with appropriate certification coverage is not available. All evidence of such qualifications and approval must be reflected in the individual's official personnel record; however, such approval may be granted by the Board only under one (1) of the conditions listed in F.A.C. 6A-1.0503, (3) (a)-(c).

C. Notification Requirements and Transfer Requests

When a teacher is assigned instructional duties in a class containing subject matter outside the field in which the teacher is certified, outside the field that was the applicant's minor field of study, or outside the field in which the applicant has demonstrated sufficient subject area expertise, as determined by the State Board of Education rule (F.A.C. 6A-1.0503), the parents of all students in the class shall be notified in writing of such assignment.

The Board shall report out-of-field teachers on the District's website within thirty (30) days before the beginning of each semester.

A parent whose student is assigned an out-of-field teacher may request that their child be transferred to an in-field classroom teacher within the school and grade in which the student is currently enrolled through the process set forth in Policy 5780.

Promotion and Transfer

Pursuant to State law, the Superintendent's primary consideration in recommending an individual for promotion must be the individual's demonstrated effectiveness pursuant to State law.

Before transferring an instructional staff member from one (1) school to another, the Superintendent shall consult with the principal of the school to which the teacher will be assigned and allow the principal the opportunity to review the teacher's records, including student performance demonstrated under F.S. 1012.34, and interview the teacher. If, in the judgment of the principal, students would not benefit from the placement, an alternative placement may be sought. A principal may refuse to accept the Superintendent's assignment or transfer of an instructional staff member who holds a professional teaching certificate to his/her school unless that instructional staff member has a performance rating of effective or highly effective under F.S. 1012.34.

After the required considerations and consultations, the Superintendent shall submit written recommendations with regard to the promotion or transfer of instructional staff for Board action.

In accordance with State law, the Board may reject the Superintendent's recommendation for the transfer or promotion of an instructional staff member for good cause.

Required Reporting

The Superintendent must annually notify the parent of any student who is assigned to classroom with a teacher having two (2) consecutive annual performance evaluation ratings of unsatisfactory, two (2) annual performance evaluation ratings of unsatisfactory within a three (3) year period, or three (3) consecutive annual performance evaluation ratings of needs improvement or a combination of needs improvement and unsatisfactory.

Duties, Days, and Hours

The Superintendent shall make known through administrative channels the duties, days, and hours of the various classes of instructional personnel.

- A. Instructional staff members shall perform the duties required by Florida statutes, Board policy, and the collective bargaining agreement, as well as other reasonable duties as may be assigned by their immediate supervisor. Failure to perform such duties in an acceptable manner shall constitute a violation of the instructional staff member's contract and just cause for disciplinary action.
- B. Instructional staff members are responsible for student control and supervision at any location on campus or during school-sponsored activities.
- C. Instructional staff members shall not permit their family members or friends by their presence to interfere with the performance of their duties during working hours.

Employment and Supervision of Relatives (Nepotism)

For purposes of this policy, a "relative" is an individual included within the definition of "relative" set forth in F.S. 112.3135, which includes the following individuals: father, mother, son, daughter, brother, sister, uncle, aunt, first cousin, nephew, niece, husband, wife, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, stepfather, stepmother, stepson, stepdaughter, stepbrother, stepsister, half-brother, or half-sister. "Related party" includes any employees who live together in the same household, regardless of whether the relationship is platonic or otherwise, and any employees who have a romantic, intimate, or sexual relationship with each other, regardless of whether they live in the same household.

Neither the superintendent nor a Board member may appoint or employ a relative to work under their direct supervision. These limitations do not apply to employees appointed or employed before the election or appointment of the superintendent or a Board member.

Two (2) or more relatives shall not work in the same administrative unit except by permission of the Superintendent. In the event that an instructional staff member, due to some unusual circumstance, may have been placed in the same working unit with a relative, the instructional staff member may continue in the position until s/he can be reassigned to a position of comparable grade, pay, and reasonable personal convenience.

- A. A relative may be employed in the same school when specifically recommended by the principal and approved by the Superintendent on the grounds that it is to the educational advantage of the school.
- B. Under no circumstances shall a person supervise the work of a relative.

All employees shall disclose to the Superintendent the names of all relatives working at the same work location. Failure to immediately make such disclosures shall be grounds for disciplinary action, up to and including termination.

Work location is defined to include payroll cost center or any administrative unit under the direct supervision of a permanent employee of the District.