

- I. The employment or assignment of out-of-field teachers may occur when a qualified and appropriately certificated teacher is unavailable. Any teacher who is employed or assigned out-of-field shall be required to satisfy the course credit requirement in State Board of Education rule if he or she is appointed in a subsequent school year(s). The deadline for earning the six (6) semester hours of college credit or equivalent in the appropriate field shall be one (1) calendar year from the date of initial appointment to the out-of-field teaching assignment.
- II. Each principal shall report to the Superintendent any teacher who is assigned to teach a subject(s) for which he or she is not properly certificated. Such reports shall be filed at the beginning of each school year or when changes occur and shall include the following information: teacher's name, the certificate area(s) on the Florida Educator Certificate, the out-of-field assignment, and the justification. The School Board minutes shall reflect such approvals.
- III. Each Principal shall give notice in writing to each parent or guardian of a student if that student has been assigned to or has been taught for four or more consecutive weeks by a teacher of a core academic subject who is not highly qualified.
- IV. Recommendations will be given to a teacher to assist in meeting in-field certification requirements.
- V. The District shall report out-of-field teachers on the District website within thirty (30) days before the beginning of each semester.

STATUTORY AUTHORITY: [1001.41](#), [1012.22](#), [1012.23](#), F.S.

LAW(S) IMPLEMENTED: [1001.43](#), [1012.42](#), [1012.55](#), [1012.57](#), F.S.

STATE BOARD OF EDUCATION RULE(S): [6A-1.0503](#)

HISTORY:

ADOPTED: [6/12/2007](#)
REVISION DATE(S): [4/13/2021](#)
FORMERLY: