

THE INSTRUCTIONAL STAFF**6.14***

The instructional staff shall be composed of school-based personnel, as defined in Florida Statutes, other than administrators and school support personnel. The instructional staff shall be assigned direct responsibility for the supervision, instruction, and evaluation of students in disciplines which promote individual growth and development for becoming a member of society. Instructional staff members shall hold a valid Florida Educator's Certificate or the equivalent as prescribed by Florida Statutes and State Board of Education rules.

STATUTORY AUTHORITY:**1001.41, 1012.22, 1012.23, F.S.****LAW(S) IMPLEMENTED:****1001.43, 1012.01, 1012.32, 1012.39,
1012.53, 1012.54, 1012.56, 1012.57, F.S.****HISTORY:****ADOPTED: _____
REVISION DATE(S): _____
FORMERLY:**

**EMPLOYMENT OF ATHLETIC COACHES WHO ARE NOT
FULL TIME EMPLOYEES OF THE SCHOOL BOARD**

6.141*+

Persons who are not full time employees of the School Board and hold an athletic coach's certificate, issued by the state of Florida, may be recommended by the Superintendent and appointed by the School Board, on a contract basis, to perform designated secondary school athletic coaching responsibilities, subject to the following conditions:

- I. The principal has determined that qualified full time employees of the School Board are not available to perform these responsibilities.
- II. The contracted employment conforms to rules and regulations of the State Board of Education and the bylaws of the Florida High School Athletic Association (FHSA).
- III. The employment procedures and contracted services conform to standards and procedures provided by the Superintendent including, but not limited to:
 - A. Use of an approved agreement form for contracted services.
 - B. Assessment of the qualifications of such persons.
 - C. Agreement by the contracted employee to abide by the *Code of Ethics of the Education Profession in Florida*.
 - D. Evaluation of performed services to be conducted by the principal and appropriate records maintained.
- IV. An individual who is employed only as an athletic coach must hold a valid cardiopulmonary resuscitation (CPR) certificate issued by the American Heart Association or the American Red Cross and must have received training about the dangers of drug use including performance enhancing drugs.
- V. Payment for services shall be according to the approved District schedule of salary supplements for the services rendered.
- VI. The District shall attempt to ensure that community-based coaches reflect the diversity of racial, ethnic, and gender groups that the School Board believes to be important to the educational experiences of students.

STATUTORY AUTHORITY:

1001.41, 1012.22, 1012.23, F.S.

LAW(S) IMPLEMENTED: 119.07, 1001.43, 1012.22, 1012.24, 1012.27,
1012.31, 1012.33, 1012.36, 1012.55, 1012.56, F.S.

STATE BOARD OF EDUCATION RULE(S): 6A-4.0282

HISTORY: **ADOPTED:** 6/12/2007
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Persons who possess expert skill in or knowledge of a particular subject or talent but who do not hold a Florida teaching certificate constitute an invaluable community resource for the education of the students in the District. Such persons may serve as nonpaid volunteers or as a paid member of the instructional staff to render instructional service in the individual's field of specialty but shall not be required to hold a Florida teaching certificate. Policies concerning noncertificated instructional personnel shall be as follows:

I. Employment Procedures

Procedures shall be the same as those followed for certificated personnel, except that noncertificated personnel shall not be entitled to a contract as prescribed by State Board of Education rules. The supervisor recommending the appointment must explain the circumstances that necessitate employing a noncertificated instructional person. A copy of such material shall be placed in the employee's personnel file.

II. Personnel Records

The records of noncertificated personnel shall contain the same kinds of information that would be contained in the record of a regular member of the instructional staff. In lieu of a certificate and transcripts there shall be complete, detailed and certified documentation attesting to the individual's expertise in the area for which he/she is employed. The record shall also contain a statement of the specific instructional duties assigned to be performed and evaluations of performance of such duties.

III. Salary

Noncertificated persons shall be paid according to the terms set forth in the salary schedule.

IV. Assignment, Suspension, and Dismissal

Noncertificated instructional personnel may not be assigned to any teaching duties other than those for which specifically employed. They shall remain employed only as long as the need exists. At any time during the employment of a noncertificated instructional person there is an indication that he/she is not carrying out his/her duties as assigned, he/she shall be suspended from that duty immediately and further action, including dismissal, shall be recommended by the Superintendent.

V. Assessment of Performance

The performance of each noncertificated person shall be assessed against his/her specifically assigned duties. The supervisor recommending the appointment of these personnel shall monitor performance and provide a written evaluation at least once each school term using the teacher evaluation form.

VI. Student Welfare

Each noncertificated instructional person shall, prior to assuming his/her duties, be instructed as to his/her responsibilities in regard to the health, safety, and welfare of students. If assigned duties require knowledge of rules, regulations or policies of a special nature, the written statement of duties assigned shall include the duty to be familiar with such material.

VII. Instructional Practices and Policies

Prior to assuming their duties all noncertificated instructional personnel shall be advised of the state, District, and school policies relevant to instructional responsibilities.

STATUTORY AUTHORITY: 1001.41, 1012.22, 1012.23, F.S.

LAW(S) IMPLEMENTED: 1001.43, 1012.42, 1012.55, F.S.

STATE BOARD OF EDUCATION RULE(S): 6A-1.0502

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**EMPLOYMENT OF NONDEGREED VOCATIONAL AND ADULT
INSTRUCTIONAL PERSONNEL**

6.143*+

The Superintendent is authorized to develop special procedures for the employment of nondegreed vocational and adult instructional personnel which is entitled *Qualifications for Employment of Nondegreed Full Time and Part-time Vocational and Part-time Adult Instructional Personnel* per Florida Statutes. These procedures shall be consistent with Florida Statutes.

STATUTORY AUTHORITY:

1001.41, 1012.22, 1012.23, F.S.

LAW(S) IMPLEMENTED:

1001.43, 1012.32, 1012.36, 1012.39, F.S.

HISTORY:

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FORMERLY:

Aides and paraprofessionals are persons assigned by the School Board to assist an instructional staff member(s) in performing his/her instructional or professional duties or responsibilities. A paraprofessional has additional responsibilities consistent with the requirements of the federal No Child Left Behind Act.

- I. The conditions of employment of an aide or paraprofessional shall include the following:
 - A. An aide or a paraprofessional shall have a high school diploma or hold a high school equivalency diploma issued pursuant to State Board of Education rules.
 - B. A paraprofessional shall meet one of the following requirements:
 1. Hold an associate's or higher degree;
 2. Two (2) years of study at an institution of higher education; or
 3. A rigorous state or local assessment of knowledge of and the ability to assist in instruction in reading, writing, and mathematics or reading readiness, writing readiness, or mathematics readiness.
 - C. Be at least eighteen (18) years of age.
 - D. Present a complete set of fingerprints taken by a law enforcement agency or properly trained District personnel and the appropriate processing fee. The fingerprints shall be acceptable for processing by the Florida Department of Law Enforcement and the Federal Bureau of Investigation. The Director of Human Resources or designee shall initiate a records check by the two (2) agencies.
- II. The principal shall ensure that the aide or paraprofessional assigned to the school possesses a clear understanding of state and District rules relating to his or her responsibilities and to the safety, welfare, and health of students. It shall be the principal and the instructional staff member's responsibility to ascertain that an aide or paraprofessional possesses the necessary knowledge about rules to perform duties of a special nature in a proper and reasonable manner.
- III. It shall be the principal's responsibility to assure the School Board and the Superintendent that each aide or paraprofessional possesses a clear understanding of all state and District instructional practices and rules relevant to his/her responsibilities if he/she is expected to assist a teacher in promoting learning activities. When an aide is assigned duties requiring knowledge of instructional practices and policies or providing prescribed physical care for

students of a specialized nature, it is the instructional staff member's responsibility to ascertain in advance whether the aide possesses the necessary knowledge and skills.

- IV. The aide or paraprofessional shall complete a period of supervised practice when assigned to a new instructional staff member or assigned a type of duty which he/she has not previously performed. The length of such supervised practice may vary depending upon previous experiences of the aide or paraprofessional. A record shall be maintained in each school to show the length, nature, and inclusive dates of each supervised practice assignment for each aide or paraprofessional.
- V. An aide or paraprofessional shall not perform any of the following:
 - A. Establish instructional objectives;
 - B. Render decisions regarding the relevancy of certain activities or procedures to achieve instructional objectives;
 - C. Make decisions regarding the appropriateness of training materials for accomplishing instructional objectives; and,
 - D. Evaluate a student's attainment of instructional objectives unless clear and objective criteria such as a specific achievement standard on an objective test are defined.
- VI. The principal and instructional staff members who are assigned aides or paraprofessional personnel shall be responsible for assigning duties which are consistent with Florida Statutes, State Board of Education rules, School Board rules, and other controlling regulations.
- VII. Standards, Assessment, and Staff Development Timelines for Paraprofessionals employed by the district prior to January 6, 2002 in order to become Highly Qualified Instructional Paraprofessionals are defined in Guidelines for Highly Qualified Paraprofessionals.
- VIII. Standards, Assessment, and Staff Development Timelines for Paraprofessionals employed by the district after January 6, 2002 in order to become Highly Qualified Instructional Paraprofessionals are defined in Guidelines for Highly Qualified Paraprofessionals.

STATUTORY AUTHORITY:

1001.41, 1012.22, 1012.23, F.S.

LAW(S) IMPLEMENTED:

1001.43, 1012.22, 1012.32, 1012.37, F.S.

34 CFR 200

STATE BOARD OF EDUCATION RULE(S):

6A-1.070, 6B-1.006

HISTORY:

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SUBSTITUTE TEACHERS

6.145*

- 1) Each school principal is authorized to employ a substitute teacher when an instructional staff member is unable to perform assigned duties. The Principal shall obtain substitute teachers from the approved list published by the Superintendent's Office.

- 2) Applicants who seek employment as substitute teachers shall meet the following minimum qualifications and provide the appropriate materials as required by the Department of Human Resources.
 - a) Hold a high school diploma or equivalent;
 - b) Be at least eighteen (18) years of age; and,
 - c) Submit a complete set of fingerprints taken by a law enforcement agency or properly trained District personnel and the appropriate processing fee to obtain a records check by the Florida Department of Law Enforcement (FDLE) and the Federal Bureau of Investigation (FBI).
 - d) Complete appropriate substitute teacher training provided by the district. Substitute teacher certification may be provided by another district as long as state requirements are met.
- 3) The Superintendent shall approve applicants as substitute teachers provided their qualifications are found to be satisfactory. Applicants shall not be eligible for substitute teaching until approved.
- 4) The compensation for substitute teachers shall be for services rendered in accordance with the salary schedule adopted annually by the School board. Provided, however, substitutes for post-secondary education programs may be hired on an hourly basis when necessary.
- 5) Any member of the Florida Retirement System has been retired for at least one (1) calendar month from any state administered retirement system may be employed as a substitute or hourly teacher on a non-contractual basis.
- 6) Substitute teachers shall hold:
 - a) A valid Florida Educator's Certificate issued by the Florida Department of Education or another Florida district.
 - b) A valid substitute certificate/document issued by the District or another Florida school district. The substitute certificate/document shall verify satisfaction of requirements specified in Subsection (2) herein. Procedures for issuance of District certificates are described in the School board Rule entitled "District Certificates."

- 7) No payment for services may be made to a substitute teacher from tax funds unless and until a valid certificate has been registered, or unless approval has been given by the Superintendent before the substitute is employed.
- 8) A District-based interview/orientation will be conducted prior to the substitute teacher internship day.
 - a) One day internship at one of the schools listed on the sub-teacher application.
 - b) After the sign-off sheet is signed by the supervising teacher and principal/principal designee, the sub-teacher candidate's application is then reviewed at the district level to determine whether or not the candidate will receive sub-teacher certification.

If the supervising teacher and/or the principal/designee encounter problems with the sub-teacher candidate that they feel would prohibit the candidate from performing to expectations, then they may express those concerns in the comment section of the sign-off sheet.

Listed below is a non-exhaustive list of areas where substandard performance could prevent certification:

- 1) Questionable behavior
- 2) Poor judgment
- 3) Poor student control
- 4) Problems with classroom management
- 5) Evidence of substance abuse
- 6) Poor people skills
- 7) Any other area that the teacher or principal/designee feel is a problem.

If a sub-teacher candidate fails to qualify, they may re-apply and go through the process again at a later date. (For instance, a person that did not do so well in a high school setting, might possibly do better in an elementary school setting)

Certified teachers who were previously employed with any Florida District School Board for three or more years and holds a Professional Certificate shall be exempt from curriculum and classroom management training.

STATUTORY AUTHORITY: 1001.41, 1012.22, 1012.23, F.S.

LAW(S) IMPLEMENTED: 1001.43, 1012.32, 1012.35, 1012.36, 1012.39, 1012.55, 1012.56, F.S.

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