

CHAPTER 6.00 – HUMAN RESOURCES

TEACHING OUT-OF-FIELD

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1. For initial employment each member of the instructional or certificated administrative staff shall be employed in the subject field in which he or she is properly certified except as approved by the Superintendent. Employees hired to teach out-of-field must complete the minimum college credit hours or equivalent as specified in this policy each year toward certification in order to be eligible for reappointment.
2. 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.
3. The District shall report out-of-field teachers on the District website within thirty (30) days before the beginning of each semester.
4. Recommendations will be given to a teacher to assist in meeting in-field certification requirements.
5. Continuing and professional services contract personnel who are out-of-field for certification shall complete the minimum college credit hours or equivalent as specified in this policy each year toward certification. Failure to comply with this policy may result in actions permitted by law or the *Principles of Professional Conduct for the Education Profession in Florida*.

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6. A teacher out-of-field in a subject other than English for Speakers of Other Languages (ESOL) shall complete at least six (6) 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.
7. A teacher out-of-field in ESOL only shall complete at least three (3) semester hours of college credit or the equivalent toward the ESOL requirements within the first two (2) calendar years from date of initial assignment and three (3) semester hours or the equivalent during each calendar year thereafter until all course requirements for certification in ESOL or completed.
8. A teacher out-of-field in ESOL and another subject shall complete at least six (6) 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 (3) 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 (3) semester hours or the equivalent shall be completed in ESOL strategies and at least three (3) semester hours in requirements for the other subject shall be completed until all course requirements are completed for the appropriate certifications.
9. All out-of-field teachers shall sign an agreement to work toward the appropriate certification. The principal shall be responsible for obtaining signatures on the agreement and a copy shall be placed in the teacher's personnel file. Each year as applicable, the out-of-field teacher shall file appropriate verification of course work until fully certified.

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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, 6A-10.081

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