

GUIDE FOR HIRING TEACHERS:

Technical & Career and Adult & Community Education Programs

INTRODUCTION

Florida Statute 231.175 (1012.39, effective 01/07/03) directs districts to establish the minimum qualifications for part-time and full-time teachers in non-degreed technical and career education and adult and community education programs. School Board Procedure 6.25 requires such teachers to qualify for district certificates in the areas they are assigned to teach. This manual is intended to assist principals and program supervisors in the recruitment and retention of such personnel.

Please refer to the [Florida Course Code Directory and Instructional Personnel Assignments](#) document to determine when the procedures within this manual are appropriate. **This manual only applies to those that are coded “G” in the “Certification” column or coded “30/31” in the “Grade Level” column of the [Directory](#).** If you need clarification regarding any teaching assignment and the appropriate credentials for the teacher, please contact the Office of Teacher Certification.

Section 1: General Information

Section 2: Certification

Section 3: Employment Processing

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SECTION 1: GENERAL INFORMATION

ASSIGNMENTS: REQUIRING STATE CERTIFICATES: All teachers who teach full-time in adult and community school programs and full-time teachers in technical and career education programs requiring a baccalaureate degree are to be certified with an appropriate state certificate. Such career education programs include Agribusiness & Natural Resources, Business Technology (except data processing and information technology); Diversified & Marketing Education; Family & Consumer Sciences (except culinary arts), and Technology Education. Procedures within this manual do NOT apply to teachers within these programs.

ASSIGNMENTS: NON-DEGREED CAREER EDUCATION: Non-degreed programs generally are found within the Health Sciences, Public Service and Industrial Education areas, such as Automotive Technology, Cosmetology, Health Occupations, Criminal Justice, and Culinary Arts. Career Specialists are also included. While many eligible teachers in these areas DO hold bachelor's degrees or higher, the non-degreed designation refers to the minimum industry standard for employment, NOT to the qualifications of the individuals hired to teach in these areas. Florida Statute requires districts to establish qualifications that are based primarily on successful occupational experience rather than on academic preparation.

ASSIGNMENTS: ADULT EDUCATION: A teacher assigned to teach adult credit classes must possess at least a bachelor's degree directly related to the certification field required for the classes assigned. A teacher providing GED instruction must also hold at least a bachelor's degree; however, that degree may be in any field that is associated with an area of certification.

ASSIGNMENTS: OUT-OF-FIELD: Because a teacher in a non-degreed program must establish occupational expertise as a minimum qualification, and that expertise does not require formal academic preparation, NO teacher in a non-degreed assignment may be employed out-of-field. Generally, part-time adult education teachers are also not employed as out-of-field teachers without the specific request and approval of the Adult and Community Education program.

TEACHER APPLICATION: ALL teacher candidates are required to complete an instructional application that must be reviewed and approved prior to any offer of employment. Full-time teachers complete the standard district instructional application; part-time teachers complete the individual site's application. The principal/supervisor may check the status of full-time applications through the established online application system.

Applications for part-time teachers are to be maintained at the school site until such time as the candidates are deemed eligible for and offered employment. The part-time application is one of several documents collected at the work site as the principal fully manages the application, certification, employment, and orientation process for part-time teachers. (Also see Employment Processing--Part-Time Teachers.) Upon employment, the part-time application is then forwarded along with other documents to Human Resources to be maintained in the employee's county personnel file.

TEACHING VACANCIES: Full-time positions are advertised in the same manner as other teaching positions. Part-time vacancies will be advertised in the *Administrative Bulletin* upon the request of the principal and when required by the negotiated contract.

MINIMUM EMPLOYMENT CRITERIA: All teacher candidates for adult and community school programs and non-degreed technical and career education programs must

- a. Be at least 18 years of age.
- b. Have a high school diploma or a GED.
- c. File a written statement, under oath, that they subscribe to and will uphold the principles incorporated in the Constitution of the United States and the Constitution of the State of Florida.
- d. Submit to a fingerprint check.
- e. Have good moral character.
- f. Be competent and capable of performing the duties, functions, and responsibilities of a teacher.
- g. Possess sufficient occupational expertise (non-degreed program teachers only)

OCCUPATIONAL EXPERTISE (Non-degreed programs only): In order to be qualified for consideration for employment in a non-degreed program, the teacher applicant must have worked as a wage-earner at least 6 weeks in the last 5 years in the technical program area and be able to verify successful occupational experience through one of the following means:

STANDARD (Option 1): Six (6) years of successful full-time, or equivalent part-time, occupational experience directly related to the field of teaching. Documentation of this experience must be submitted with the certification application in the form of original transcripts and/or original letters on employer's letterhead stationary, notarized affidavits, DD-214 military discharge papers, or other such original documents. The enclosed "Request for Verification of Employment form" may also be used for this purpose.

- a. Related Bachelor Degree with 2 years infield work experience.
- b. Related Associate Degree with 4 years infield work experience.
- c. One year Technical training with 5 years infield work experience.
- d. Six years of infield work experience.

ADVISORY COMMITTEE ENDORSEMENT (Option 2): An established occupational advisory committee, whose membership is on file with the Department of Technical and Career Education, may determine by majority vote that an individual candidate's academic preparation and/or infield work experience is sufficient to establish occupational expertise. This committee may interview the candidate, request demonstration of competency, or consider the application materials to make its determination. The candidate's experience must be endorsed for the full complement of courses within a program area. A copy of the committee's written endorsement of occupational expertise is to be filed with the candidate's application.

SUPERVISORY ENDORSEMENT (Option 3): In some cases, industry advances so rapidly that the six years of work experience may not be a reasonable requirement. For example, in the information technology industry, positions utilizing the CISCO credential have not been in existence for six years. The Automotive Service Excellence Certification (ASE) is another example of credentialing to demonstrate expertise. Provided a candidate has at least 2 years of wage-earning experience in an area wherein industry has established such testing, credentialing, or licensing standards, a technical program supervisor may determine that a candidate possesses the necessary qualifications to successfully teach the program curriculum. The supervisor may interview the candidate, request demonstration of competency, administer an occupational assessment, or consider the application materials to make this determination. The candidate's experience must be endorsed for the full complement of courses within a program area. A copy of the supervisor's written endorsement of occupational expertise is to be filed with the candidate's application.

CRIMINAL HISTORY: Any candidate who reveals a criminal history on an application must be cleared through the Office of Professional Standards **BEFORE** any offer of employment is made. Fingerprinting is conducted after a candidate is offered a teaching position. The candidate pays the expense of the fingerprinting. A candidate who is offered employment but who is discovered to have a criminal history as a result of the fingerprint check may be denied employment dependent upon the nature of this history. **DO NOT** permit teachers to work with students or begin assignments until their criminal history has been cleared.

REFERENCE CHECKS: It is the responsibility of the employing principal to conduct reference checks for all teacher candidates and to make note of the information received on a copy of the enclosed "Telephone Reference" form. For full-time applicants, send a copy of this reference form to Human Resources to be maintained with the instructional application. For part-time applicants, maintain a copy of the reference checks at the school site until such time as the employment packet is forwarded to Human Resources.

RIGHTS AND PROTECTIONS: Teachers employed under these district procedures have the same rights and privileges as state-certified teachers.

SECTION 2: CERTIFICATION

All qualified full and part time teachers of non-degreed programs and part-time teachers in adult and community education programs will be issued a district-level teaching certificate upon the offer of employment and upon the completion of the certification application and submission of the required fee. *[REMEMBER: Full-time teachers in adult and community education programs are to qualify for the state-issued certificate.]* Certification applications are available at school sites and/or through the Office of Teacher Certification. All district certificates are issued with validity periods that span July 1 through June 30.

CERTIFICATES ON FILE: Principals are expected to maintain a copy of each teacher's certificate on file at the school in order to respond to various audits. It is also important that the principal monitor the expiration dates of all teachers' certificates and take appropriate steps to remind instructional staff of the importance of maintaining professional licensure. A teacher whose certificate has expired will be ruled ineligible for future teaching assignments.

FULL-TIME TEACHER CERTIFICATION (Non-degreed programs only): The Office of Teacher Certification issues an initial 3-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 produce documentation of the following to qualify for the professional certificate:

- a. Successful completion of the district's Preparing New Educators (PNE) Program.
- b. Successful completion of the State Professional Educators Exam.
- c. A minimum of three years successful teaching experience.
- d. Successful completion of the (4) district certification courses listed below or their university equivalents.
 - Surviving the First Year of Technical Teaching
 - Special Teaching Methods for Technical Teaching
 - Special Needs Student for Technical Education
 - Philosophy, Practices and Management of Technical Education
- e. Verification of basic skills by successful completion of the Test of Adult Basic Education (TABE) at or exceeding the profile established for the area of certification, or successful completion of another recognized test of basic skills accepted for state-certificated teachers.¹

Upon receipt of the above documentation and of the appropriate application and fee, the Office of Teacher Certification issues the full-time technical and career education teacher the 5-year Professional District Certificate that is valid for five 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.

¹ At time of publication, the local provider of the TABE test is Learey Technical Center at no cost to the new teacher who is responsible for registering for the exam by contacting the A.R.T. for Technical and Career Staff Development at 231-1881. Passing scores have been determined as appropriate by the Technical and Career Education department and these scores vary depending on program areas. Teachers who do not achieve the required scores may retake the exam free of charge every three months during their temporary certification period. (Request for waiver or substitution of educational courses and/or testing must be submitted to the Assistant Superintendent of Technical, Career and Adult Education for approval with a copy of college transcripts and/or test results within the first 90 days of employment.)

FAST TRACK FOR THE PROFESSIONAL CERTIFICATE FOR EXPERIENCED TEACHERS: A candidate for a full-time teaching position in a non-degreed program who possesses another Florida district certificate in the field of assignment or possesses another state's certificate in that area may be eligible for the Hillsborough County District Certificate if the standards for issuance of that certificate were equal to or above the standards established for this district. The Office of Teacher Certification in cooperation with the Technical and Career Education department will review any experienced teacher's application for fast-tracking.

PART-TIME TEACHER CERTIFICATION: When a candidate for part-time teaching has been determined to be eligible for employment, is offered a teaching assignment, and submits the appropriate application and fee, the Office of Teacher Certification will issue that candidate a 5-year Part-Time Teaching Certificate. This certificate may be renewed upon the submission of an application and fee. A teacher in a non-degreed program who requests to renew a district part-time certificate may have to produce evidence of 6 weeks of wage-earning employment in the field of certification during the past 5 years if she/he has not maintained active teaching in the field.

SECTION 3: EMPLOYMENT PROCESSING

FULL-TIME TEACHERS: Since all candidates for full-time teaching positions in non-degreed programs are expected to be previously cleared through the application process, principals will follow normal instructional procedures to hire and process full-time staff in these programs.

WORK EXPERIENCE IN LIEU OF TEACHING EXPERIENCE TO ESTABLISH SALARY: If the teaching assignment is one of those negotiated with the Classroom Teachers Association as eligible for salary credit², the teacher may be granted salary credit for verified work experience in the field. (See enclosed form, "Work Experience Credit in lieu of Teaching Experience to Establish Salary.") Copies of the documentation provided to The Office of Teacher Certification to establish occupational expertise are to be used to establish salary credit. These copies are to be attached to the referenced form and forwarded to the Assistant Superintendent for Technical, Career & Adult Education for approval.

Please note that while part-time experience can be used to establish occupational expertise, only full-time experience may be used to determine salary credit. Salary credit provisions are NOT provided for all technical and career education assignments and salary credit remains only if the teacher continues in an assignment negotiated for such credit.

PART-TIME TEACHERS: School sites manage the application, certification, employment and orientation process for part-time teachers. Clarification of employment requirements can be obtained from any Human Resources supervisor; clarification of qualifications for the required district certification can be obtained from the Office of Teacher Certification or the Technical and Career Supervisory Offices, or the Adult and Community Education Office.

The following documents are collected and maintained as an Employment Packet at the school site until such time as a candidate for a part-time teaching assignment is ruled eligible for employment. (Packets are available from the Human Resources department.) When the packet is complete, the principal/supervisor notifies Human Resources of the intent to hire and submits the packet with a personnel transaction. (NOTE: Site supervisors are to forward all adult and community education part-time employee packets to The Adult and Community Education Office, who in turn forwards them to Human Resources upon approval.)

Employment Packet Contents for Part-Time Teachers:

- a. Checklist for Part-Time Employment
- b. School site part-time teaching application
- c. A copy of a current valid certificate appropriate for the assignment **OR**

² See current Classroom Teachers Negotiated Contract to identify which teaching assignments qualify.

- Notarized District Certification Application (SB348790) with required fee made payable to School District of Hillsborough County. (Include: original letters or other acceptable documents of occupational expertise for career education applicants and original transcripts when appropriate.)
- d. Fingerprint Verification Form³
 - e. W-4 Form
 - f. Copy of Florida Driver's License or other Florida ID card
 - g. Employment Eligibility Verification – Form I-9
 - h. Copy of the social security card or non-resident employment visa
 - i. Loyalty Oath, signed and notarized
 - j. Code of Ethics and Harassment Policy signed acknowledgment
 - k. Veteran's Preference Form, if applicable
 - l. Employment information document (Non-school board employee only)
 - m. Request for Exception (if a current employee with more than a 10-month contract)

If the part-time teacher is currently a full-time teacher in this district who possesses an appropriate certificate, only the site's application, a vacant and budgeted positions, and a personnel transaction are required for the teacher to begin the part-time teaching assignment. *[Remember, however, if the recommended teacher holds more than a 10-month contract with the Board, you will also need to submit the "Request for Exception."]*

SECTION 4: Forms

Work Experience Credit in Lieu of Teaching Experience to Establish Salary
Request for Verification of Employment
Telephone Reference

³ The part-time candidate is to be fingerprinted at the Employee Processing Center during normal processing hours. The completed copy of the Criminal History form from the employment application is to be attached to the Fingerprint Verification form when the principal/supervisor directs the candidate to the processing center. No other processing steps are required for part-time teachers.