

Personnel Management and Services  
Nelson E. Diaz, Deputy Superintendent

**SUBJECT: REQUEST FOR APPROVAL OF OUT-OF-FIELD TEACHERS FOR INSTRUCTIONAL PERSONNEL ASSIGNED TO TEACH OUT-OF-FIELD IN THE BASIC K-12 PROGRAM, EXCEPTIONAL STUDENT EDUCATION, GIFTED EDUCATION, K-12 VOCATIONAL EDUCATION, AND ENGLISH FOR SPEAKERS OF OTHER LANGUAGES FOR THE 1999-2000 SCHOOL YEAR, FTE SURVEY 2**

State Board of Education Rule 6A-1.0503 F.A.C. requires that instructional personnel assigned to teach out-of-field be approved by the School Board. Although many teachers appearing on the Out-of-Field Report are teaching only one class period out-of-field, Board approval is required by State Statute. All teachers who are teaching out-of-field are being monitored to insure compliance toward receiving appropriate certification within the required timeline.

Additionally, effective July 1, 1999, the Florida Legislature requires school boards to adopt and implement a plan to ensure that teachers with out-of-field teaching assignments possess the competencies required to teach the subject matter. The document, *Procedures Manual for Monitoring Teacher Certification*, is being submitted for approval by the Board, to meet the legislative mandate.

Instructional personnel requiring Board approval to teach classes out-of-field are being submitted in the areas of: Basic Education, Exceptional Student Education, Gifted Education, K-12 Vocational Education, and English for Speakers of Other Languages (ESOL). The district, with support from region offices, schools, and the Office of Information Technology, continues to closely monitor out-of-field assignments.

- Individuals assigned to teach out-of-field must complete at least six semester hours of college credit or the equivalent toward the appropriate certification. This requirement must be completed within one calendar year from the date of the initial appointment to the out-of-field assignment for the appropriate certification.
- Out-of-field teachers assigned to teach English for Speakers of Other Languages (ESOL) must complete at least three semester hours of college credit or the equivalent toward the ESOL requirements. This must be completed within the first two calendar years from the date of the initial assignment to a class with limited English proficient students. Additionally, three semester hours or the equivalent must be completed during each calendar year thereafter until all requirements for certification in ESOL are completed.

- The majority of teachers listed as out-of-field for Middle Grades (Grades 6-8) Academic Subjects are certified in the subject area; however, teachers must complete requirements specific to Middle Grades Methodology in order to teach the subject matter to students in these grades.
- The majority of teachers assigned to teach Gifted, ESOL, and Middle Grades classes out-of-field are enrolled in the District's Add-On Certification Program for the appropriate endorsement. An endorsement is a rider on a valid Florida certificate with full subject certification.

At no cost to teachers, the Office of Human Resources and Development offers Add-On Certification Classes in Gifted Education, Exceptional Student Education, ESOL, Middle Grades English, Middle Grades Social Studies, Middle Grades Science, Middle Grades Mathematics, as well as other subject areas. These classes are offered at convenient times throughout the school year and during the summer.

A copy of the list of Out-of-Field Teachers, FTE Survey 2, for the 1999-2000 school year and a copy of the document, *Procedures Manual for Monitoring Teacher Certification*, will be forwarded to the Board under separate cover, and will be available for inspection by the public in the Office of Board Recording Secretary and the Citizen Information Center.

RECOMMENDED: That The School Board of Miami-Dade County, Florida, approve the:

1. Out-of-field teachers for instructional personnel assigned to teach out-of-field in the Basic K-12 Program, the Gifted Program, the Exceptional Student Education Program, the K-12 Vocational Education Program, and the English for Speakers of Other Languages Program, for the 1999-2000 school year, FTE Survey 2; and
2. *Procedures Manual for Monitoring Teacher Certification.*

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