

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 2001-2002 SCHOOL YEAR, FTE SURVEY 3**

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.

Instructional personnel requiring Board approval to teach classes out-of-field are being submitted in the areas of: Basic Education, unweighted FTE; and Exceptional Student Education, Gifted Education, K-12 Vocational Education, and English for Speakers of Other Languages which carry weighted FTE. The district, with support from region offices, schools, and the Office of Information Technology, is closely monitoring 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. Additionally, all requirements toward in-field certification must be completed within three years.
- 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 calendar year from the date of the initial assignment to a class with limited English proficient students (LEP). Additionally, three semester hours or the equivalent must be completed during each calendar year thereafter until all requirements for certification in ESOL are completed. Requirements must be completed within five years from initial assignment to a class with LEP students.
- The majority of teachers assigned to teach ESOL and Gifted classes out-of-field are enrolled in the District's Add-On Certification Program for the ESOL and Gifted Endorsements.

At no cost to teachers, the Office of Human Resources and Development offers Add-On Certification Classes in areas such as 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 3 for the 2001-2002 school year will be placed on file in the School Board Office, the Office of the School Board Recording Secretary, and in the Citizen Information Center.

**RECOMMENDED:** That The School Board of Miami-Dade County, Florida, approve the list of Out-of-Field Teachers for instructional personnel assigned to teach out-of-field in the Basic K-12 Program, the Exceptional Student Education Program, Gifted Education, the K-12 Vocational Education Program, and English for Speakers of Other Languages Program, for the 2001-2002 school year, FTE Survey 3.

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