

Office of Human Resources  
Marjorie H. Adler, Chief Personnel Officer

**SUBJECT: REQUEST FOR APPROVAL OF THE LIST OF TEACHERS FOR INSTRUCTIONAL PERSONNEL ASSIGNED TO TEACH OUT-OF-FIELD IN THE BASIC K-12 EDUCATION PROGRAM, THE EXCEPTIONAL STUDENT EDUCATION PROGRAM, THE K-12 VOCATIONAL EDUCATION PROGRAM, AND THE ENGLISH FOR SPEAKERS OF OTHER LANGUAGES PROGRAM, FOR THE 2003-2004 SCHOOL YEAR, FTE SURVEY 2; AND THE PROCEDURES MANUAL FOR MONITORING TEACHER CERTIFICATION**

**COMMITTEE: LEGISLATIVE RELATIONS, PUBLIC RELATIONS AND PERSONNEL SERVICES**

Florida Board of Education Rule 6A-1.0503 (3), Definition of Qualified Instructional Personnel, requires that the School Board approve instructional personnel assigned to teach out-of-field. Although many teachers appearing on the out-of-field report are teaching only one class period out-of-field, Board approval is still required.

Instructional personnel requiring Board approval to teach out-of-field are being submitted in the areas of Basic K-12 Education, Exceptional Student Education (which includes Gifted Education), K-12 Vocational Education, and English for Speakers of Other Languages (ESOL). The District, with support from ACCESS Centers, schools and Information Technology Services, closely monitors out-of-field assignments as well as teachers on such assignments to insure compliance with appropriate certification requirements and timelines. Said requirements and timelines are as follows:

- Individuals assigned to teach out-of-field must complete at least six semester hours of college credit or the equivalent toward the appropriate certification each year. 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 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 year thereafter until all requirements are completed.

Section 1012.42 (1), Florida Statutes, Teacher Teaching Out-of-Field, requires districts to adopt and implement plans to assist instructors assigned outside their area of certification. To meet this requirement and to assist the district in meeting priority needs in critical staffing areas, Miami-Dade County Public Schools offers Add-On Certification Programs authorized by Florida Board of Education Rule and approved by the Florida Department of Education. These programs provide a mechanism through which teachers can expand their areas or levels of certification in designated instructional areas or add endorsements to their existing professional educator certificates.

Monitoring teacher certification is connected to the preparation and reporting of Full Time Equivalent (FTE) student funding. For auditing purposes and in order to receive correct funding for students, the *Procedures Manual for Monitoring Teacher Certification* has been prepared for principals' use to insure compliance with rules regarding placement of out-of-field teachers and monitoring teacher compliance with out-of-field placement.

Copies of the list of Out-of-Field Teachers FTE Survey 2 for the 2003-2004 school year and the *Procedures Manual for Monitoring Teacher Certification* have been provided to the School Board under separate cover and will be placed on file in 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:

1. The list of teachers for instructional personnel assigned to teach out-of-field in the Basic K-12 Education Program, the Exceptional Student Education Program, the K-12 Vocational Education Program, and the English for Speakers of Other Languages Program, for the 2003-2004 school year, FTE Survey 2; and
2. The *Procedures Manual for Monitoring Teacher Certification*.

MHA:cb