New Teacher Handbook
Instructional Staffing Department

"Broward County Schools is the largest fully accredited school district in the United States"
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Welcome to Broward County Public Schools

Congratulations on becoming a teacher with Broward County Public Schools. Please take a moment to review the following information. Use it as a reference to assist with any questions that you may have in the future.

The Instructional Staffing Department hopes that this school year will be a productive and successful one for you and your students.

As a new instructional employee to Broward County Public Schools we want to ensure you experience a smooth transition into employment with the District. Now that you have been approved for employment, you will need to:

- Register with SmartFindExpress. Follow the directions in this handbook. See the pages listed under “Reporting an Absence”.
- Register to attend the New Teacher Academy (NTA). For information access http://www.browardschools.com/hrd. Click Teachers and locate New Teacher Academy information
- Attend the New Teacher Orientation (information to be provided at a later date). Educators new to Broward County Public Schools are required to attend the New Teacher Orientation (NTO). This event is co-sponsored by Broward County Public Schools, Broward Teachers Union (BTU) and district departments critical to your growth as a teaching professional. Information for the next NTO will be available soon.
- Alternative Certification for Educator (ACE) programs are available for candidates who did not graduate from an education program and need the professional education courses. Your Processing Check List coversheet indicates if you are a candidate for ACE. See the inside section titled Alternative Certification for Educators for more details.
- If you do not have a Florida Educator’s certificate, Broward County will notify the Department of Education to issue your certificate. You should receive your certificate within three (3) months. Upon receipt, submit a copy of it to your office manager and the Certification Department, 600 SE Third Avenue, Ft. Lauderdale, FL 33301.
- If you hold national certification issued through the National Board for Professional Teaching Standards Organization, submit a copy of your certificate to:
  - Susan Rockelman, Instructional Staffing, for payment of the one-time $1,000 signing bonus.
  - Your office manager, who will process you for the District payment.
  - The Human Resources Development (Talent Development) Department and notify them at 754-321-5004. Talent Development processes the supplement paid by the Department of Education.
- Security Clearance
  - New employees must be fingerprinted and receive authorization from the Security Clearance Department prior to reporting to work. Your office manager will be able to verify your authorization date. Candidates reporting to work prior to their authorization date will not be paid for this time. Current employees who have an authorization date may begin immediately.
- Conditionally Cleared
  - All new instructional employees are conditionally cleared. After your processing appointment, Instructional Staffing will review your file to verify that the required documents have been received and accepted. Your location must access the DOV Database to print your Clearance Form, which will indicate if additional documents are required to complete your clearance. Candidates and locations must submit the required documents within 30 days of your appointment. Failure to submit the documents may result in an employee’s termination.
### Instructional Staffing & Other Contact Numbers
**600 SE 3rd Avenue Fort Lauderdale, Florida 33301**

<table>
<thead>
<tr>
<th>Name</th>
<th>Phone Number</th>
<th>Title/Role</th>
</tr>
</thead>
<tbody>
<tr>
<td>Susan Rockelman</td>
<td>754-321-2324</td>
<td>Director</td>
</tr>
<tr>
<td>Janie Johnson</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Susan Benak</td>
<td>754-321-2362</td>
<td>Manager, Certification</td>
</tr>
<tr>
<td>Shela Caldwell</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Freda Broderick</td>
<td>754-321-2325</td>
<td>HR Administrator: Cadre 3 &amp; 4</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Applicant Pool: Elementary Education</td>
</tr>
<tr>
<td>Ty Cunningham</td>
<td>754-321-2077</td>
<td>HR Administrator: Cadre 9 &amp; 10</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Applicant Pool: Art, Drama, Guidance Counselor, Music, Physical Education/Health</td>
</tr>
<tr>
<td>Golda Hoff</td>
<td>754-321-2328</td>
<td>HR Administrator – Cadre 7 &amp; 8</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Applicant Pool: Math, Science, Social Science</td>
</tr>
<tr>
<td>Sherry Richmond</td>
<td>754-321-2331</td>
<td>HR Administrator – Cadre 1 &amp; 2</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Applicant Pool: English, Media, Reading, World Languages</td>
</tr>
<tr>
<td>Diane Rogers</td>
<td>754-321-2357</td>
<td>HR Administrator-Cadre 5 &amp; 6</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Applicant Pool: Exception Student Education, Family Counselor, School Psychologist, Career Technical Education</td>
</tr>
<tr>
<td>Karen Sweeting</td>
<td>754-321-2346</td>
<td>HR Administrator- District Departments</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Applicant Pool: ROTC</td>
</tr>
<tr>
<td>Maria Yen</td>
<td>754-321-2364</td>
<td>Analyst, Certification- Cadre 11</td>
</tr>
<tr>
<td>Instructional Fax</td>
<td>754-321-2716</td>
<td></td>
</tr>
<tr>
<td>Certification Fax</td>
<td>754-321-2717</td>
<td></td>
</tr>
<tr>
<td>Application Information</td>
<td>754-321-2320</td>
<td></td>
</tr>
<tr>
<td>Certification Information</td>
<td>754-321-2748</td>
<td></td>
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<tr>
<td>Preclearance Information</td>
<td>754-321-2321</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Or email <a href="mailto:certificationrequests@browardschools.com">certificationrequests@browardschools.com</a></td>
</tr>
</tbody>
</table>

### Important Contacts & Web Sites

<table>
<thead>
<tr>
<th>Contact/Information</th>
<th>Address/Phone/Website</th>
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<tbody>
<tr>
<td>Instructional Staffing Internet Site</td>
<td><a href="http://www.browardschools.com/teacher">www.browardschools.com/teacher</a></td>
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<tr>
<td>On-line application, salary schedule, reference forms, etc.</td>
<td></td>
</tr>
<tr>
<td>Department of Education (Teacher Certification)</td>
<td><a href="http://www.fldoe.org/edcert">http://www.fldoe.org/edcert</a></td>
</tr>
<tr>
<td>Certification Exams, Dates and Registration</td>
<td><a href="http://www.fl.nesinc.com">http://www.fl.nesinc.com</a></td>
</tr>
<tr>
<td>Employee Self Service</td>
<td><a href="http://www.broward.k12.fl.us/hrms/ess.htm">http://www.broward.k12.fl.us/hrms/ess.htm</a></td>
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### Alternative Certification Programs

<table>
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<th>Phone Numbers</th>
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<tr>
<td>Teacher Development</td>
<td>Teacher Development</td>
<td>954-236-1319</td>
</tr>
<tr>
<td>Benefits</td>
<td><a href="http://www.browardschools.com/benefits">www.browardschools.com/benefits</a></td>
<td>754-321-3100 954-832-9061</td>
</tr>
<tr>
<td>Coventry Health Care Plan</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Office of Talent Development</td>
<td><a href="http://www.broward.k12.fl.us/talentdevelopment">http://www.broward.k12.fl.us/talentdevelopment</a></td>
<td>754-321-5000</td>
</tr>
<tr>
<td>Verification of teaching experience forms</td>
<td>7720 West Oakland Park Blvd., Sunrise, FL 33351</td>
<td>754-321-0129</td>
</tr>
<tr>
<td>Payroll Department</td>
<td><a href="http://www.browardschools.com/benefits">www.browardschools.com/benefits</a></td>
<td>754-321-3100 954-832-9061</td>
</tr>
<tr>
<td>New Educator Support System</td>
<td>Talent Development</td>
<td>754-321-5018</td>
</tr>
<tr>
<td>New Teacher Academy</td>
<td>Talent Development</td>
<td>754-321-5018</td>
</tr>
<tr>
<td>Payroll Department</td>
<td>7720 West Oakland Park Blvd., Sunrise, FL 33351</td>
<td></td>
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New hires and rehires employed by The School Board of Broward County are eligible to receive credit for up to 13 years of credit on the Instructional Salary Schedule for teaching experience and/or directly-related work experience. **The experience must be verified and approved prior to receiving credit.** It is the responsibility of each employee to have the experience verified upon initial and subsequent employment. Review the sections below to verify acceptable experience.

The employer verification form will be given to you during your processing appointment or you may obtain the form by downloading it from [http://www.browardschools.com/teacher](http://www.browardschools.com/teacher).

In order to receive credit, the appropriate verification form must be received and approved by the District no later than four (4) months from the beginning date of employment in any school year to be effective during that school year. Verification received after the initial four (4) months of employment will be reviewed the following school year; however, it will not be paid retroactively beyond the year it is submitted for review.

### Teaching (Instructional) Experience Credit

Teaching experience credit may be given if you were under contract, considered a fulltime employee receiving benefits, and worked the full academic year or at least one day more than half a year. Teaching experience must have been completed at one or more of the following:

- Public school
- Private school that is accredited by a recognized agency
- Pre-school
- Teaching experience that was out of the country
- College or university (Adjunct professor positions are not eligible.)

Your former employer(s) must complete the **Employer Verification of Teaching Experience** form and submit it to the Personal Records Department.

*After you are hired and cleared, you will receive notification from Personnel Records when your employer has submitted the Verification of Teaching Experience form(s). If approved, your salary will be adjusted and you will receive retroactive pay and notification.*

### Speech Pathologists, Social Workers, Family Counselors, Physical/Occupational Therapists & School Psychologists Experience Credit

Instructional employees in this category receive salary credit year-for-year for verified and approved experience. If your experience was in a school setting, your employer must complete the **Employer Verification of Teaching Experience** form. If your experience was not in a school setting, your employer must complete the **Employer Verification of Non-Teaching Work Related Experience** form and provide an official job description.
If you have had **directly related full-time work experience**, you may be eligible to receive experience credit on the salary schedule for verified experience not to exceed the maximum pay step. Your work experience must have been **directly related** to your current teaching assignment. For example:

- chemist teaching chemistry
- software developer teaching computers
- nurse teaching science
- marketing director teaching marketing

If your work experience was related to the instruction of children you may be eligible for work related experience. For example:

- director of an educational institution
- principal or assistant principal
- curriculum specialist

Experience as a substitute teacher, interim substitute, teacher aide, teacher assistant, non-contracted part-time teacher, adjunct professor, consultant, or freelancer will not be considered for this purpose. The experience must have been completed after graduation from college and/or specialized training as a wage earner, and appropriate to the field being taught and for which certification is requested.

Your former employer(s) must submit the **Employer Verification of Non-Teaching Work Related Experience and an official job description**. Forms and documents must be submitted to Instructional Staffing. The form must be completed in its entirety and include a job description. Incomplete forms will not be processed.

If the request is for credit for experience earned while self-employed or in a family owned business, verification must be provided from the accountant or attorney of record for the business and confirm the type of business and services provided. The letter must indicate the length of time of self-employment, number of hours worked per week, and a description of your job responsibilities. Verification will not be accepted from the applicant or a family member.

Your application for work related experience will be reviewed by Instructional Staffing after verification forms have been submitted by your employers. Instructional Staffing will notify you as to the outcome. If approved, your salary will be adjusted and you will receive retroactive pay.
**Additional Payments**

**Benefit Enhancement Plan:** Instructional employees who work full-time (100%) receive an additional **$300.00** on the Benefit Enhancement Plan, which may be used towards reimbursement of benefits, enhancements or may be included in your annual salary.

**Supplements:** A variety of supplementary pay positions such as department chairpersons, coaching, team leaders, textbook coordinators, and club sponsors are available. They range from **$359 - $3,800**. Other Supplements include: Speech Language Pathologist ($935), Speech Language Pathologist with clinical certification ($1,100), and ESE Specialist ($935).

**National Board Certified Teachers (NBCT):** Each classroom teacher who holds national certification through National Board for Professional Teaching Standards Organization is entitled to three separate monetary incentives: two from the state and one from the district. Each NBCT is entitled to these payments for the life of the certificate.*

- **Annual Salary Compensation ($4,529.60***): payment is processed by Human Resource Development (TALENT DEVELOPMENT) and paid mid school year.

- **District Supplement ($2,438**): payment is processed through the work location as a wage type and paid in installments per paycheck. Payment is retroactive to the first calendar day.

*Salary and mentor compensations are subject to annual legislative approval.

**One-Time Signing Bonus for National Board Certified Teachers**

**$1000 National Board Certified Teacher Signing Bonus:** New hires who hold National Board Certification must submit a letter requesting the payment and a copy of your National Board Certification to Susan Rockelman, Instructional Staffing. You will be notified when the information is received.
The District and Broward Teacher Union (BTU) are currently negotiating the 2014-15 salary schedule; therefore, the salaries of newly hired teachers for the 2014-15 school year will be reflective of the salary schedule currently in place. Adjustments will be made upon conclusion of negotiations.

Per FL Statute 1012.22(1)(c)(3), payment for advanced degrees for new hires/rehires after July 1, 2011, will only be provided if the degree matches the area of certification shown on your Florida certificate. Therefore, general graduate degrees such as Curriculum and Instruction or Education that do not match any of the Department of Education certification subjects are not acceptable unless the transcript clearly identifies a major or specialization in your certificate subject (e.g., Mathematics, English, Elementary Education etc.)

<table>
<thead>
<tr>
<th>Years of Experience</th>
<th>Alpha Level</th>
<th>NEW ACCESS Salary Range</th>
<th>Salary</th>
<th>Salary Range</th>
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<tbody>
<tr>
<td>0</td>
<td>A</td>
<td>FOUNDATIONAL</td>
<td>$39,000</td>
<td>$39,000 - $43,200</td>
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<td>1</td>
<td>B</td>
<td>FOUNDATIONAL</td>
<td>$39,328</td>
<td>$39,000 - $43,200</td>
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<tr>
<td>2 - 5</td>
<td>C</td>
<td>FOUNDATIONAL</td>
<td>$41,000</td>
<td>$39,000 - $43,200</td>
</tr>
<tr>
<td>6</td>
<td>D</td>
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<td>$41,500</td>
<td>$39,000 - $43,200</td>
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<td>7 - 8</td>
<td>E</td>
<td>FOUNDATIONAL</td>
<td>$41,900</td>
<td>$39,000 - $43,200</td>
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<td>9</td>
<td>F</td>
<td>PROFICIENT</td>
<td>$42,300</td>
<td>$42,300 - $44,300</td>
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<td>10</td>
<td>G</td>
<td>PROFICIENT</td>
<td>$42,400</td>
<td>$42,300 - $44,300</td>
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<tr>
<td>11</td>
<td>H</td>
<td>PROFICIENT</td>
<td>$42,800</td>
<td>$42,300 - $44,300</td>
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<tr>
<td>12</td>
<td>I</td>
<td>PROFICIENT</td>
<td>$43,200</td>
<td>$42,300 - $44,300</td>
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<tr>
<td>13 - 14</td>
<td>J</td>
<td>ACCOMPLISHED</td>
<td>$44,300</td>
<td>$44,300 - $49,200</td>
</tr>
</tbody>
</table>

- Masters Degree       $3,650
- Specialist Degree    $6,800
- Doctorate Degree     $8,000
PAYROLL SCHEDULE

All payroll schedules are located at:

http://www.broward.k12.fl.us/erp/brite/payroll/news
Instructional employees are paid for 196 days, which includes six (6) paid holidays.

**Traditional Calendar**
Most schools are on the traditional calendar as seen below.
Your office manager will give you a copy of your school calendar:

**Year Round School**
Hallandale Elementary

**Modified Calendar (Burgundy)**
Colbert, Lake Forest & Watkins Elementary
Gulfstream & McNicol Middle

The District/School Calendar can be accessed from the district’s main page at browardschools.com under the “Calendars” tab as seen below:
HOW TO REPORT YOUR ABSENCE(S)

It is your responsibility to report your absences through the automated system, SmartFindExpress. The system is available 7 days a week - 24 hours a day. It can be accessed both by phone and the internet. It is highly recommended that you report your absence(s) at least 5 days prior to the start date to ensure timely substitute teacher assignment. Future absences may be reported any time during the school year. You have the option to prearrange your own substitute, request a specific substitute, or have the system secure a substitute using your school’s preferred list of substitute teachers. Before requesting a substitute teacher for the first time you must register for your PIN via the phone (754-321-0050).

SMARTFIND EXPRESS
EMPLOYEE QUICK REFERENCE GUIDE

PHONE ACCESS

System Phone Number: 754-321-0050
Help Desk Phone Number: 754-321-2340

My Access ID: ___________________________
(Personnel Number without “p” or leading zeros)
My PIN: ____________________________
( New Users see “Employee Registration” instructions)

***Employee Registration – New Users Only***

Enter your Access ID, followed by the star (*) key. When prompted for PIN enter Access ID again, followed by the star (*) key. The system will go thru the following steps:

Record your name, press star (*) key when done.
1. Accept
2. Re-enter
9. Exit and hang-up

Review your work locations and job descriptions

Enter a PIN at least six digits in length followed by the star (*) key.

Hear your PIN
1. Correct
8. Re-enter
9. Exit and hang-up

Employee Menu

Enter Access ID, followed by star (*) key.
Enter PIN, followed by star (*) key, listen to announcements.

Menu Options

1. Create Absences
2. Review, Cancel, or Modify Jobs
3. Review Work Locations and Job Descriptions
4. Change PIN/Re-record Name
9. Exit and hang-up

For Options 1 and 2, see next page.

3. Review your work locations and job descriptions

4. Change PIN / Re-record Name
1. Change PIN
2. Change recording of name
9. Exit to menu options

1. Change PIN
Enter new PIN followed by the star (*) key.
1. Correct
2. Re-enter
9. Exit to menu options

2. Change recording of Name
Record your name; press the star (*) key when done.
1. Accept
2. Re-record
9. Exit to menu options

Absence Reasons

1  Illness
2  Military Leave
3  TDA – Staff Development
4  Personal Reason (SPR)
5  TDA Release w/students
6  Family Illness/Death
7  Jury Duty
10  Unpaid Leave
11  Family Leave
12  Medical Leave
13  Board Approved Leave
14  Worker’s Compensation
15  Vacation (Clerical)
17  TDA – Release Department Chair
18  TDA – Union Duties
19  TDA – District Duties
20  Administrative Leave
21  Bereavement
22  Declared Emergency Leave
INTERNET ACCESS

Web Browser URL:  https://sems.browardschools.com  Help Desk Phone Number:  754-321-2340

Sign In

Open your web browser and access the SmartFindExpress Sign In page. Review the messages above the Sign In. Enter your Access ID and PIN. Review additional announcements on your home page, if any.

My Access ID: ___________________________  My PIN ___________________________
   (Personnel Number)                  (New Users see “Employee Registration” instructions)

Create Absence

Important Note: Items in Bold are required to complete an Absence and receive a Job Number.

- Select the Location
- Select the Classification
  - Choose from the drop-down menu
- Select the Reason for this absence from the drop-down menu
- Indicate if a substitute is required for this absence.
  - Choose Yes or No
- Select Start and End Dates for your absence
  - Enter the dates with forward slashes (MM/DD/YYYY) or use the calendar icon
- Select Start and End Times for your absence. Default times are listed
  - To change defaults, enter time in HH:MM am or pm format
  - Ensure that the correct time is entered. If the times for the substitute are different than the absence times, please enter the adjusted times
- Multiple Day (Recurring) Absence. Select the Modify Schedule button.
  - Your default work schedule is shown. Remove the checkmark(s) from the Work Days boxes that do not apply to this absence
  - Modify daily schedule and/or times for absence and substitute
  - Select the Continue button
- Request a particular substitute
  - Enter the substitute’s access ID number or use the Search feature to find the substitute by name
- Indicate if the requested substitute has accepted this job
  - Yes = substitute is prearranged and will not be called and offered the job
  - No = call will be placed and the substitute will be offered the job
- Enter special instructions for the substitute to view
- Select the Continue button
- Select the Create Absence button to receive a Job Number. Please record this Job Number.

Review/ Cancel Absences

Review past, present and future absences or to cancel an absence.

Follow these steps:
- Select the format for absence display: List or Calendar view
- Search for Jobs: Enter specific date range (MM/DD/YYYY) or Calendar icon, or enter job number or leave blank to return all your absences
- Select the Search Button
- Select the Job Number link to view job details on future jobs

From the Job Details screen:
- Special instructions can be updated on future jobs. Modify the special instructions and select the Save button
- To cancel your job, select the Cancel Job button
- If a substitute is assigned to your absence and you want the system to notify them of the job cancellation (by calling them), place a checkmark in the box prior to the question “Notify the Substitute of Cancellation?”
- Select Return to List button to return to the job listing.
Alternative Certification for Educators Program (ACE)

The Processing Check List you reviewed with Certification indicates if you are an alternative certification candidate. The district alternative certification programs are described below. They are designed to prepare newly hired teachers who did not graduate from a college of education and qualify for a temporary certificate a way to complete their professional preparation course work needed for a five-year professional certificate rather than attending a college or university.

The Innovating and Multi-optional Pathways to Alternative Certification for Teachers (IMPACT) on-site provides a blended delivery for the competency-based course of study funded through a Transition to Teaching Federal grant. Participants accepted into the program attend 16 face-to-face Saturday classes; complete Child Abuse Training; complete BVU’s Application of Research Based Literacy Practices-Comp 2; and complete the New Teacher Academy. Participants also receive mentoring, coaching and support from experienced, master teachers.

IMPACT on-line is a synchronous and asynchronous program. You must attend 32, Tuesday, live-evening sessions on-line and meet either virtually or in-person with your cohort; complete Child Abuse Training; complete BVU’s Application of Research Based Literacy Practices-Comp 2; and complete the New Teacher Academy. Participants also receive mentoring, coaching and support from experienced, master teachers.

For additional information, contact Jan DiAlexander/Teaching & Leadership Center at (954-236-1319). To apply for the IMPACT Program, log into your district application and apply on-line to the Alternative Certification Job ID# 285 in Applitrack.

New Educator Support System (NESS)

New Teachers are eligible to receive support during their first year of teaching. NESS is designed to be unique to each school and district location to meet the needs of first year educators and educators and those who are new to BCPS. Each new educator is assigned an on-site Instructional Coach to provide enculturation to the school and district year-long one-one-one personalized support for the new educator.
The New Teacher Academy (NTA) is a high quality professional learning event designed collaboratively by The Teacher Development Department, Instruction and Interventions Department and Instructional Technology. The NTA is a four-day intensive quality professional learning opportunity designed for new educators and teachers new to Broward County Public Schools. NTA provides new educators with effective educational practices through the Marzano Art of Teaching Framework, exploration of the Florida Common Core State Standards and its implementation in the classroom. Teachers will also learn classroom management strategies, professionalism practices and technology integration to make their initial classroom experience successful, positive and rewarding.

The New Teacher Academy is available to all new classroom teachers employed by BCPS. All four (4) days are mandatory for teachers pursuing alternative certification through the ACE or IMPACT Programs. This professional learning opportunity is supported by independent research that shows improvement in practice of teachers that successfully completed the event over non-participants.

A stipend of $15.00 per hour will be paid for the four days (BCPS teachers, Charter School teachers and non-public school teachers). Additionally, 27 inservice points will be awarded after completing all sessions, including the follow-up/implementation and ESS appraisal. Substitute teachers are not eligible to receive the stipend for attendance; only inservice points may be earned.

The NTA is offered during the summer (Monday – Thursday), and on Saturdays only during fall and spring. For more information, contact Teacher Development/Office of Talent Development at 754-321-5018.
INSTRUCTIONAL LEAVES OF ABSENCE

Instructional employees are eligible for a variety of leaves. If you need to apply for a Leave of Absence, you must schedule an appointment with the Leaves Department to discuss your options.

Address: 7720 West Oakland Park Blvd., Sunrise, FL 33351
Phone: 754-321-3130

SICK LEAVE

Each employee on a full-time basis shall be entitled to four (4) days of sick leave as of the first day of employment of each contract year, and earn one day of sick leave for each month of service for a total of ten (10) days. Teachers hired after the first day of school shall earn one day per month. Sick leave is credited to the employee at the end of each month. Refer to the Collective Bargaining Agreement, Article 23.

- Sick Leave can be accumulated from year to year and will be paid out at time of retirement.
- There is no limit to the number of sick leave days that may be accumulated.
- If you use all of your sick days and terminate your employment before the end of your first year, you will owe the School Board money.
- Employees working less than 100% but at least 53.33% will accrue sick leave based on the percentage of full time.

TRANSFER OF SICK LEAVE

Sick leave may be transferred from other public school districts within the state of Florida. Your previous school district must submit a letter to the Payroll Department indicating the number of days you would like to transfer.

According to Article Twenty-Three of the Collective Bargaining Agreement, an employee can transfer accumulated sick leave from another Florida Public School district or districts into Broward County Public Schools. The employee’s sick leave from another Florida Public School district shall be accrued to the employee at a rate equal to the number of sick leave days allowed the employee during each year of employment in this district. This process will continue until such time that all sick leave accumulated in other Florida Public School district(s) has been transferred into Broward County Public School System.
TEACHER TRANSFERS

An instructional employee who is not on a Professional Development Plan (PDP) can request a voluntary transfer. The employee must complete a Transfer Request Form obtain his/her principal’s signature and submit it to Instructional Staffing by the last day of school. Transfer may not occur after the students have reported unless the Superintendent has authorized the transfer.

**Regular Transfer (TRG):** The hiring principal must consider the transfer but it is at the principal’s discretion whether to interview the candidate.

**Hardship Transfer (THD):** The employee may request a THD when he/she travels 20 miles or more one-way to their work location or has a serious medical and/or personal problem. An employee can request a transfer at any time and may be transferred after the start of the school year for students.
   a) An employee who meets the “hardship” definition will be guaranteed an interview at one of his/her choices where a vacancy exists.

**Guaranteed Transfer (TGE):** The employee must have completed at least fifteen (15) consecutive years at his/her current location. If a guaranteed transfer declines a job offer in one of his/her desired subject areas, the teacher’s transfer request becomes a regular transfer.
   c) No school in the District shall be required to accept more than the following number of guaranteed transfers:
      Elementary School and ESE Center = 1 guaranteed transfer
      Middle School = 2 guaranteed transfers
      High School and Vocational Center = 3 guaranteed transfers

EMPLOYEE SELF-SERVICE (ESS)

Employee Self-Service (ESS) is a part of the Human Resources Management System (HRMS) that provides the following benefits to employees:

- Enables employees to view benefits, payroll information and personal information.
- Allows employees to add/change their address, emergency contact information, work telephone number and email address.
- Enables users to find information such as place of employment, telephone number, e-mail address, etc., on any SBBC employee whose record exists in the HRMS.
- Allows employees to make their Payroll Option selection during the enrollment period.
- Employees can prebook, book (register) or cancel professional development course registration.

You may access Employee Self-Service the from your internet at home by going to the District’s website http://www.broward.k12.fl.us/hrms/ess.htm
Educational Resources & Supplemental Materials

The District’s Core Curriculum & Instruction/ Student Support Division offer an array of helpful services for Broward County educators. A curriculum specialist is assigned to each subject area and they are available to assist you. View their web site to find the department directory, teacher resources and other helpful information - http://www.broward.k12.fl.us/k12programs/ciss.

You don’t need a software budget to make tests, worksheets, games, and awards on your computer! The Internet is a treasure trove of wonderful sites that provide teachers with free (or inexpensive) tools to use to integrate technology into their curriculum and increase their productivity. Here are a few of the many Internet references tools and resources that teachers can use to supplement curriculum concepts in their classroom.

Quizzes, Tests, Puzzles, and Games

http://eleaston.com/quizzes.html

Form Site

www.formsites.com

Achievement Awards

www.successcertificates.com

ACE Educational Supply Store www.ACE-Educational.com

Davie location: ACE Super Store
5595 South University Dr
Davie, Florida 33328
(954) 680-8172

Store Hours M-F 10-8 PM
Saturday 10-6 PM
Sunday 12-6 PM

Margate Location: 5670 West Sample Road
Margate, Florida 33073
(954) 978-6991

Store Hours M-F 10-7 PM
Saturday 10-6 PM
Sunday 12-5 PM

Get Smart Super Stores www.getsmartsuperstores.com
**Bargaining Unit Date/Contract**

**Bargaining Unit Date/Seniority Date**
All employees have a Bargaining Unit Date also referred to as the employee’s seniority date. This date reflects the longest uninterrupted service in a position in your bargaining unit represented by BTU (Broward Teachers Union).

**Contract Status per FLORIDA STATUTE 1012.335:** “Probationary contract” means an employment contract for a period of one (1) school year awarded to Instructional Personnel upon initial employment in a school district. Probationary contract employees may be dismissed without cause or may resign without breach of contract. A district school board may not award a probationary contract more than once to the same employee unless the employee was rehired after a break in service for which an authorized leave of absence was not granted. A probationary contract shall be awarded regardless of previous employment in another school district or state.
CERTIFICATION BASICS

STATUS OF ELIGIBILITY LETTERS
All applicants who apply for a Florida educator certificate will receive a Statement of Status of Eligibility Letter for the area(s) requested. A Florida teaching certificate is different from a Statement of Status of Eligibility Letter. Once employed with Broward Schools, the Certification Department will request issuance of your Florida teaching certificate, pending clearance of your fingerprints. You should receive your certificate from The Department of Education within one to three months, provided all required documents (transcripts and appropriate fees, etc.) are on file. http://www.broward.k12.fl.us/certification/SOEonorafter.pdf

- Teaching certificates are issued with a beginning date of July 1, an ending date of June 30, and are valid for either three or five years. When your Educator’s Certificate is issued, the expiration date of your certificate takes precedence over the expiration date of your Statement of Status of Eligibility. You must complete the requirements stated on your Statement of Status of Eligibility prior to the expiration date of your certificate (with some exceptions as discussed below under 3-year Temporary Certificate).
- It is your responsibility to ensure that your location receives a copy of your valid certificate and that you also forward a copy to the Certification Department so that your records can be updated in the system.
- You cannot work with an expired certificate.

TYPES OF CERTIFICATES

3-year Temporary Certificate: The General Knowledge exam requirement must be met within one calendar year of the date of employment under the temporary certificate to continue employment. Individuals who have entered into their second contract year at the end of the one calendar year time period may continue to be employed through the end of the school year in which they have been contracted.

5-year Professional Certificate: This certificate is issued when you have completed all of the requirements indicated in your Statement of Status of Eligibility Letter. Those individuals completing a Florida State-approved educational program who have met all testing requirements or those that have a valid, standard out-of-state certificate comparable to the Florida professional certificate may also go directly to the five-year professional certificate, as well as those that hold a valid standard certificate issued by the National Board for Professional Teaching Standards (NBPTS).

Renewal of the Professional Certificate: A minimum of six (6) semester hours of acceptable college credit or 120 inservice points is required in order to renew the certificate. Note that at least one (1) semester hour of college credit or 20 inservice points must be in the instruction of students with disabilities. This credit is included in the six hours/120 inservice points and does not add to the total required to renew the certificate. Additional information can be found at http://www.broward.k12.fl.us/certification/ProfCertRenewals.html.

DEMONSTRATION OF PROFESSIONAL EDUCATIONAL COMPETENCIES

Mastery of Professional Education Competence must be demonstrated either through written verification from your principal that you have mastered the 16 state competencies (for non-education majors) or by graduation from a Florida state-approved education program.

Principals verify whether or not you have mastered the 16 state competencies by completing the Competency Demonstration Checklist (CDC) form. For additional information on this topic and to download the form, please visit: http://www.broward.k12.fl.us/certification/CDC.pdf.
### TIPS TO MAINTAIN YOUR FLORIDA TEACHING CERTIFICATE

<table>
<thead>
<tr>
<th>Temporary Certificate Holders</th>
<th>Professional Certificate Holders</th>
</tr>
</thead>
<tbody>
<tr>
<td>It is the teacher’s responsibility to obtain and maintain a Florida Educator’s Certificate.</td>
<td>It is the teacher’s responsibility to obtain and maintain a Florida Educator’s Certificate.</td>
</tr>
</tbody>
</table>

Read the Statement of Status of Eligibility (SOE) from the Florida Department of Education carefully. It advises you of a teacher’s eligibility for a Florida Educator’s Certificate and any further requirements that must be completed in entirety for issuance of a Professional Certificate. ([Visit http://www.broward.k12.fl.us/certification/SOEonorafter.pdf](http://www.broward.k12.fl.us/certification/SOEonorafter.pdf) for an in depth explanation of the items listed on the SOE).  

The dates on the SOE do not supersede the dates of the certificate. Therefore, if the SOE shows an expiration date of November 17, 2016, and the certificate shows a validity period of 7/1/13 to 6/30/16, the date for completion of all requirements (except General Knowledge which has an earlier deadline) is by no later than the end of May 2016 (for reappointment clearance purposes).

State Board of Education Rules do not allow for an extension to the three-year temporary certificate. Therefore, all requirements must be completed within the validity on the certificate.

Per Florida Statute, s.1012.56(s), fs, the General Knowledge requirement must be satisfied within one calendar year of the date of employment under the temporary certificate to continue employment. Individuals who have entered into their second contract year at the end of the one calendar year time period may continue to be employed through the end of the school year in which they have been contracted.

An out-of-field assignment necessitates completion of additional requirements. Teachers must plan a course of action upon signing the Out-of-Field Agreement. [http://www.broward.k12.fl.us/certification/Out-of-Field.html](http://www.broward.k12.fl.us/certification/Out-of-Field.html)

Professional certificates with more than two subjects: At least six (6) semester hours must be earned each validity period (more credit may be required if more than four subjects). Teachers are given two validity periods to renew all subjects on the certificate. Any subject(s) for which credit is not earned at least once during the two successive validity periods will be deleted at the time of renewal.

If a teacher is not eligible for renewal, the teacher may submit an application and fee to obtain a temporary certificate (if eligible under current subject area requirements). If the teacher does not meet renewal requirements within one year following the date of the expired certificate, the teacher will have to meet additional requirements to reinstate the professional certificate.

A late fee of $30 is required if the application is submitted for renewal of a Professional Certificate after it has expired. To utilize the late fee option, all requirements for renewal of the certificate must have been completed prior to expiration of the certificate except for submitting the application and fee. The $30 late fee is in addition to your $75 fee for a total fee of $105.

ESOL and Reading credit or in-service points may be banked and used for renewal (restrictions exist on credit earned prior to temporary or professional certificate issuance).

An out-of-field assignment necessitates completion of additional requirements. Teachers must plan a course of action upon signing the Out-of-Field Agreement. [http://www.broward.k12.fl.us/certification/Out-of-Field.html](http://www.broward.k12.fl.us/certification/Out-of-Field.html)
AND MORE TIPS …

☑ Always speak with a Certification Administrator if you are unclear of your certification requirements and/or options.

☑ Gauge your time wisely. Don’t wait until the last year your certificate is valid to start taking college classes or working on your requirements.

☑ Professional certificate holders should identify the avenue they will use for renewal early on within the validity of their certificate. They should also monitor their in-service record in ESS regularly to ensure they have adequate in-service points well before the expiration of their certificate.

☑ Meet with a certification representative and submit necessary applications, fees, and supporting documents to our office no later than January of the year your certificate expires.

☑ Do not seek or accept certification information from persons other than those authorized to provide such information. Authorization to interpret certification rules and laws has been given by the Bureau of Educator Certification to Certification Administrators from Broward County Public Schools.
OUT-OF-FIELD

If a teacher is assigned to teach out-of-field, the teacher is mandated to take in-service, coursework, or the subject area exam depending on the particular out-of-field assignment. Failure to comply within the prescribed timeline will result in your termination.

ESOL OUT-OF-FIELD

The teacher must complete required in-service or college coursework training according to the META timeline on the next page. Training begins with the initial contact with the Limited English-Proficient student (LEP) date. Only those teachers teaching elementary education, language arts or reading to ESOL-identified students require Board approval as out-of-field for ESOL and will require the addition of the ESOL Endorsement to the FL educator’s certificate. Please refer to the ESOL Training Requirements section for more information on this topic.

<table>
<thead>
<tr>
<th>LEP Date</th>
<th>Must Complete</th>
</tr>
</thead>
<tbody>
<tr>
<td>First two years</td>
<td>60 in-service points or 3 semester hours</td>
</tr>
<tr>
<td>Year 3</td>
<td>120 in-service points or 6 semester hours</td>
</tr>
<tr>
<td>Year 4</td>
<td>180 in-service points or 9 semester hours</td>
</tr>
<tr>
<td>Year 5</td>
<td>240 in-service points or 12 semester hours</td>
</tr>
<tr>
<td>Year 6</td>
<td>300 in-service points or 15 semester hours</td>
</tr>
</tbody>
</table>

GIFTED OUT-OF-FIELD

The teacher must complete 120 in-service points or six semester hours of college coursework training within one year of the out-of-field placement in order to be in compliance.

READING OUT-OF-FIELD

The teacher must complete 120 in-service points or six semester hours of college coursework training within one year of the out-of-field placement in order to be in compliance.

All requirements necessary to satisfy mandated training for the ESOL, Gifted, or Reading Endorsements are scheduled and offered through the Office of Talent Development.


ALL OTHER OUT-OF-FIELD ASSIGNMENTS

The teacher must complete six semester hours of college coursework in the out-of-field assignment or take and pass the appropriate subject area exam (for bachelor level subject areas) and add the subject area to their Florida educator certificate within one year of the out-of-field placement in order to be in compliance. Please keep in mind that teachers cannot meet subject area requirements by passing the subject area exam alone for the following master’s level areas of certification: Guidance and Counseling, Educational Leadership, School Psychologist, Reading and Speech Language Impaired. Coursework is also needed in these areas. For a listing of available subject area exams, go to web site www.fl.nesinc.com. Please refer to the section on Florida Teacher Certification Requirements for information on taking the subject area exam along with useful study tips.
ESOL TRAINING REQUIREMENTS

Florida teachers are required by a legal agreement to participate in training when they have a limited English proficient (LEP) student assigned to their class. There are four ESOL categories, each with their own training requirements. When determining the appropriate category, keep in mind that the teaching assignment, not the area of certification, is the deciding factor. Training is available at local colleges and universities or through the School Board of Broward County’s in-service training activities.

CATEGORY I: Primary English/Language Arts, Elementary, and Reading Teachers

Any teacher who teaches one or more ESOL students their primary English/language arts or Reading class is a CATEGORY I teacher. This means dropout prevention, alternative education, ESE, etc., may be CATEGORY I. CATEGORY I requires the addition of the Florida State ESOL Endorsement to a valid certificate. The specialization requirements are as follows:

State ESOL Endorsement - Requirements
- Certification in another subject appropriate to the teaching assignment
- 15 semester hours, 300 in-service points, or a combination of both in ESOL with a credit in:
  - Methods of Teaching ESOL
  - ESOL Curriculum and Materials Development
  - Cross-cultural Communication and Understanding
  - Testing and Evaluation of ESOL
  - Applied Linguistics

  Or

  - Passing of the ESOL Subject Area Exam;
  - Adding the ESOL Endorsement to the FL educator certificate;
  - Completion of six semester hours or 120 inservice points in the above ESOL courses within three years

TIMELINE FOR COMPLETING REQUIREMENTS FOR THE STATE ESOL ENDORSEMENT

<table>
<thead>
<tr>
<th>Begins the day and month of the ESOL student’s initial assignment and must be completed as follows:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>First two calendar years</td>
<td>3 semester hours or 60 in-service points</td>
</tr>
<tr>
<td>Year 3</td>
<td>3 semester hours or 60 in-service points</td>
</tr>
<tr>
<td>Year 4</td>
<td>3 semester hours or 60 in-service points</td>
</tr>
<tr>
<td>Year 5</td>
<td>3 semester hours or 60 in-service points</td>
</tr>
<tr>
<td>Year 6</td>
<td>3 semester hours or 60 in-service points</td>
</tr>
</tbody>
</table>

When all of the requirements have been completed for the state ESOL Endorsement, submit a district endorsement/subject addition application available at [http://www.broward.k12.fl.us/certification/Forms.html](http://www.broward.k12.fl.us/certification/Forms.html),
pay the fee online by credit card, and submit the application and payment confirmation to the Broward Certification Office to have the state ESOL Endorsement added to the certificate.

**CATEGORY II:**
Math, Science, Social Studies, or Computer Literacy Teachers

**Training Requirements:**
- Hold certification in a subject appropriate to the teaching assignment
- Complete 60 in-service points or 3 semester hours college credit in the ESOL strategies listed below:
  - ESOL Strategies for Content Area Teachers
- Training for new teachers must be completed within two years from the day and month of your initial assignment to the ESOL student.

**CATEGORY III:**
Related subjects; other than English, Math, Science, Social Studies, and Computer Literacy (Including Occupational and Physical Therapists)

**Training Requirements:**
- Hold certification in a subject appropriate to the teaching assignment
- Complete 18 in-service points or 3 semester hours college credit in the ESOL strategies listed below:
  - Issues & Strategies for Teaching LEP Students
- Training for new teachers must be completed within two years from the day and month of your initial assignment to the ESOL student.

**CATEGORY IV:**
Guidance Counselors

**Training Requirements:**
- Complete 60 in-service points or 3 semester hour’s college credit in an approved Category IV ESOL Training course or in-service component.
- Training must be completed within 3 years from the date of hire or assignment as a guidance counselor.
TRANSFER OF INSERVICE POINTS

In-service activities completed during the validity period of current professional certificates may be transferred in from another Florida school district, as well as banked ESOL and Reading in-service points. Ask your prior school district to complete a State Form OTE 206 *In-service Teacher Education Transfer Record* and have them send it to the Broward County Certification Department for processing at 600 SE 3rd Avenue Fort Lauderdale, FL 33301. [http://www.broward.k12.fl.us/certification/InsPoints.html](http://www.broward.k12.fl.us/certification/InsPoints.html)

EXAM INFORMATION

Many teachers may be asked to complete some or all of the Florida Teacher Certification Exams (FTCE). Teachers will need to refer to their Statement of Status of Eligibility letter to determine if they are required to take any of these tests. The FTCE are administered in a computer-based format. The tests, test centers, and registration can be found at [www.fl.nesinc.com](http://www.fl.nesinc.com).

DESCRIPTION OF TESTS

**Subject Area Examination (SAE)** - These exams measure content area knowledge, usually in a multiple-choice format. On July 1, 2002, a statute was passed that allowed for teachers to establish eligibility for an initial Temporary Certificate by taking and passing bachelor-level subject area exams in lieu of taking college coursework. Certification areas excluded are Guidance, Reading, Speech/Language, School Psychologist and all Administrative coverages. These areas require coursework in addition to the subject area exam.

If you are placed out-of-field in a bachelor-level area of certification, you may take and pass the subject area exam and add the subject to your Florida educator certificate to meet the mandated training requirement.

**Professional Education (PED)** – This multiple-choice test assesses knowledge of five content bases: personal development, appropriate student behavior, planning instruction, implementing instruction, and evaluating instruction.

**General Knowledge Test (GK)** - The GK is a basic skills achievement test containing four subtests: Math (multiple-choice items), Reading (multiple-choice, passage-based items), English Language Skills (multiple-choice items) and an Essay portion.
ADDITIONAL EXAM INFORMATION

- If you have a **valid, standard or Level II** certificate (certificate must be equal to a professional in Florida) from any U.S. state or U.S. territory and the subject(s) shown on your certificate are comparable to subject(s) issued in Florida, then you will have satisfied all requirements for a Florida professional certificate and will not need to take any of the Florida Teacher Certification Exams.

- If you took and passed the Florida CLAST exam prior to July 1, 2002, those scores can be used in lieu of the General Knowledge Exam.

NOTE: The Florida Department of Education stopped accepting other state’s PRAXIS and NTE exams, effective July 1, 2002.

STUDY TIPS

We encourage you to obtain the study guides you will need for your particular subject area exams SAE(s). There are sample questions and answers in the study guides, and they are helpful; however, they do not represent the SAE’s entirety, so please pay particular attention to the competencies/skills listed in the front of the study guides – they are what you are actually tested on. All of this information, and more, can be found at: [http://www.fldoe.org/asp/ftce/](http://www.fldoe.org/asp/ftce/).
Public Law 107-110, the No Child Left Behind Act of 2001 (NCLB), created new requirements designed to ensure that all public elementary, middle, and secondary teachers of core academic subjects meet the federal definition of a “Highly Qualified” teacher. On the following pages, select the appropriate Teaching Assignment Chart for the particular grade level and assignment to determine the requirements to be met. The certification website [http://www.broward.k12.fl.us/certification/NoChildLB.html](http://www.broward.k12.fl.us/certification/NoChildLB.html) has some additional information, to help determine if a teacher is highly qualified.

Note the distinction between holding appropriate certification and meeting the NCLB definition of a "highly qualified" teacher. As you will see by reviewing the information found on the following pages, in many cases holding appropriate certification to teach in a Florida public school is not sufficient to meet the federal definition of a "Highly Qualified" teacher.

The core subjects for NCLB are: **English, Reading, Language Arts, Math, Arts (Music, Drama, and Art), Science, Foreign Languages and Social Studies (History, Economics, Geography, Civics, Government/Political Science).**

Only the **teacher of record** is mandated to meet the requirements for NCLB. A teacher of record is defined as a teacher who provides primary instruction and gives the grades for the assigned core subjects. If the teacher is not the teacher of record, the teacher DOES NOT need to meet the highly qualified requirements for NCLB (Examples: Reading Coach, ESE Specialist).

Veteran teachers newly hired from another state who earned their highly qualified status via HOUSSE in another state may transfer in their HQ status by submitting a Verification of a Highly Qualified Out-of-State HOUSSE Plan form found at [http://www.broward.k12.fl.us/certification/FormsNCLB.html](http://www.broward.k12.fl.us/certification/FormsNCLB.html) when relocating to Florida.

Experienced elementary and ESE teachers (teaching at the elementary or secondary level to ESE students on alternative achievement standards) who have passed an appropriate subject area exam in another state for the subject of elementary education can document their highly qualified status by having their former school district complete a Verification of a Highly Qualified Subject Area Content Test form found at [http://www.broward.k12.fl.us/certification/FormsNCLB.html](http://www.broward.k12.fl.us/certification/FormsNCLB.html).

Please understand that if the teacher’s current assignment is in a non-core subject area and the teacher’s assignment changes to a core subject area that they are not certified in or highly qualified for, it will be the teacher’s responsibility to obtain compliance.
No Child Left Behind
Highly Qualified Teacher Requirements
General Education Teachers, Teaching Core Content in Grades K-6
A general education teacher who is the teacher of record for core academic course(s) in grades K-6 must meet all three Highly Qualified requirements for elementary education teachers listed below

<table>
<thead>
<tr>
<th>Requirement 1</th>
<th>Requirement 2</th>
<th>Requirement 3</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>New Teachers</strong> (less than one year of full-time teaching experience)</td>
<td><strong>Experienced Teachers</strong> (at least one year of full-time teaching experience)</td>
<td></td>
</tr>
<tr>
<td>A bachelor’s or higher degree from an accredited institution</td>
<td>A bachelor’s or higher degree from an accredited institution</td>
<td></td>
</tr>
<tr>
<td>A valid Florida three-year Temporary certificate in Elementary Education K-6, Elementary Education 1-6, or PreK/Primary (appropriate for grades K-3)</td>
<td>A valid Florida three-year Temporary or five-year Professional certificate in Elementary Education K-6, Elementary Education 1-6, or PreK/Primary (appropriate for grades K-3)</td>
<td></td>
</tr>
</tbody>
</table>

**Option 1:** A passing score on the Florida Elementary Education K-6, Elementary Education 1-6, or PreK/Primary subject area exam (appropriate for grades K-3)

Or

**Option 2:** A valid Florida Professional certificate in Elementary Education

Or

**Option 3:** A valid American Board for Certification of Teacher Excellence (ABCTE) Passport to Teaching certificate in Elementary Education

Or

**Option 4:** Verification from another state of an appropriate subject area exam for the elementary grade level(s) assigned (must be documented via the appropriate Florida form found at http://www.broward.k12.fl.us/certification/Verif_HQ_SAE.pdf)

Or

**Option 5:** Verification from another state of a HOUSSSE plan appropriate for the elementary grade level(s) assigned (must be documented via the appropriate Florida form found at http://www.broward.k12.fl.us/certification/VerifHQ_oosthousse.pdf)
No Child Left Behind  
Highly Qualified Teacher Requirements  
**General Education Teachers, Teaching Core Content in Grades 7-12**  
A general education teacher who is the teacher of record for core academic course(s) in grades 7-12 must meet all three Highly Qualified requirements for secondary teachers listed below. *If certified in Elementary Education and assigned to teach sixth grade, use Elementary Education K-6 charts.*

<table>
<thead>
<tr>
<th>New Teachers (less than one year of full-time teaching experience)</th>
<th>Experienced Teachers (at least one year of full-time teaching experience)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Requirement 1</strong></td>
<td><strong>Requirement 1</strong></td>
</tr>
<tr>
<td>A bachelor’s or higher degree from an accredited institution</td>
<td>A bachelor’s or higher degree from an accredited institution</td>
</tr>
<tr>
<td><strong>Requirement 2</strong></td>
<td><strong>Requirement 2</strong></td>
</tr>
<tr>
<td>A valid Florida three-year Temporary or five-year Professional certificate appropriate for the subject(s) and grade level(s) assigned</td>
<td>A valid Florida three-year Temporary or five-year Professional certificate appropriate for the subject(s) and grade level(s) assigned</td>
</tr>
<tr>
<td><strong>Requirement 3</strong></td>
<td><strong>Requirement 3</strong></td>
</tr>
</tbody>
</table>
| If assigned to teach History, Geography, Economics, or Government/Civics and certified in Middle Grades Social Science 5-9 or Social Science 6-12, must submit a passing score on the Florida Social Science 5-9 or Social Science 6-12 subject area exam (exam must be appropriate for grade level assigned) | **Option 1:** If assigned to teach History, Geography, Economics, or Government/Civics: and certified in Middle Grades Social Science 5-9 or Social Science 6-12, must submit a passing score on the Florida Social Science 5-9 or Social Science 6-12 subject area exam (exam must be appropriate for grade level assigned)  
**Or**  
**Option 2:** Verification from another state of a HOUSSE plan appropriate for the subject(s)* and grade level(s) assigned (must be documented via the appropriate Florida form found at http://www.broward.k12.fl.us/certification/VeriHQ_oostousse.pdf; cannot be accepted for the subject of Reading)  
*Verifications submitted for an out-of-state HOUSSE plan for an area of social science must indicate the specific social science subject and grade level to be acceptable.
## No Child Left Behind
### Highly Qualified Teacher Requirements
### Art, Music, and Foreign Language Teachers, Grades K-12

A teacher who is the teacher of record for an Art, Music, and/or Foreign Language core academic course must meet all three Highly Qualified requirements for teachers at the K-6 and 7-12 levels as listed below.

<table>
<thead>
<tr>
<th>New Teachers (less than one year of full-time teaching experience)</th>
<th>Experienced Teachers (at least one year of full-time teaching experience)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Requirement 1</strong></td>
<td></td>
</tr>
<tr>
<td>A bachelor’s or higher degree from an accredited institution</td>
<td>A bachelor’s or higher degree from an accredited institution</td>
</tr>
<tr>
<td><strong>Requirement 2</strong></td>
<td></td>
</tr>
<tr>
<td>A valid Florida three-year Temporary or five-year Professional certificate</td>
<td>A valid Florida three-year Temporary or five-year Professional certificate</td>
</tr>
<tr>
<td><strong>Requirement 3</strong></td>
<td></td>
</tr>
<tr>
<td><strong>For Grades K-6</strong></td>
<td>For Grades K-6</td>
</tr>
<tr>
<td><strong>Option 1:</strong> A valid Florida Temporary certificate appropriate for the subject(s) and grade level(s) assigned and a passing score on the Florida subject area exam appropriate for the subject(s) and grade level(s) assigned</td>
<td><strong>Option 1:</strong> A valid Florida Temporary or Professional certificate appropriate for the subject(s) and grade level(s) assigned and a passing score on the Florida subject area exam appropriate for the subject(s) and grade level(s) assigned</td>
</tr>
<tr>
<td><strong>Or</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Option 2:</strong> A valid Florida Professional certificate appropriate for the subject(s) and grade level(s) assigned</td>
<td><strong>Or</strong></td>
</tr>
<tr>
<td><strong>For Grades 7-12</strong></td>
<td>For Grades 7-12</td>
</tr>
<tr>
<td>A valid Florida Temporary certificate or Professional certificate appropriate for the subject(s) and grade level(s) assigned</td>
<td>A valid Florida Temporary or Professional certificate appropriate for the subject(s) and grade level(s) assigned</td>
</tr>
<tr>
<td><strong>Option 3:</strong> Verification from another state of passing an appropriate subject area exam for the subject(s) and grade level(s) level(s) assigned - must be documented via the appropriate Florida form found at <a href="http://www.broward.k12.fl.us/certification/Verif_HQ_SAE.pdf">http://www.broward.k12.fl.us/certification/Verif_HQ_SAE.pdf</a></td>
<td><strong>Option 3:</strong> Verification from another state of passing an appropriate subject area exam for the subject(s) and grade level(s) level(s) assigned - must be documented via the appropriate Florida form found at <a href="http://www.broward.k12.fl.us/certification/Verif_HQ_SAE.pdf">http://www.broward.k12.fl.us/certification/Verif_HQ_SAE.pdf</a></td>
</tr>
<tr>
<td><strong>Or</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Option 4:</strong> Verification from another state of a HOUSSE plan appropriate for the subject(s) and grade level(s) assigned - must be documented via the appropriate Florida form found at <a href="http://www.broward.k12.fl.us/certification/VerifHQ_oosthousse.pdf">http://www.broward.k12.fl.us/certification/VerifHQ_oosthousse.pdf</a></td>
<td><strong>Option 4:</strong> Verification from another state of a HOUSSE plan appropriate for the subject(s) and grade level(s) assigned - must be documented via the appropriate Florida form found at <a href="http://www.broward.k12.fl.us/certification/VerifHQ_oosthousse.pdf">http://www.broward.k12.fl.us/certification/VerifHQ_oosthousse.pdf</a></td>
</tr>
<tr>
<td><strong>For Grades 7-12</strong></td>
<td></td>
</tr>
<tr>
<td>A valid Florida Temporary certificate or Professional certificate appropriate for the subject(s) and grade level(s) assigned</td>
<td>A valid Florida Temporary certificate or Professional certificate appropriate for the subject(s) and grade level(s) assigned</td>
</tr>
</tbody>
</table>
**No Child Left Behind**

**Highly Qualified Teacher Requirements**

**ESE Teachers, Teaching Core Content in Grades K-6**

An ESE teacher who is the teacher of record for an ESE elementary core academic course must meet all three Highly Qualified requirements for elementary education teachers listed below, in addition to having the appropriate ESE certification. *Note: If you are assigned to teach a general education (non-ESE) core course then you will need to refer to the NCLB chart specific to general education teachers in grades K-6 for requirements.*

<table>
<thead>
<tr>
<th>New ESE Teachers</th>
<th>Experienced ESE Teachers</th>
</tr>
</thead>
<tbody>
<tr>
<td>(less than one year of full-time teaching experience)</td>
<td>(at least one year of full-time teaching experience)</td>
</tr>
</tbody>
</table>

**Requirement 1**

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>A bachelor’s or higher degree from an accredited institution</td>
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</tr>
</tbody>
</table>

**Requirement 2**

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>A valid Florida three-year Temporary certificate in an ESE area appropriate to students assigned</td>
<td>A valid Florida three-year Temporary or five-year Professional certificate in an ESE area appropriate to students assigned</td>
</tr>
</tbody>
</table>

**Requirement 3**

<table>
<thead>
<tr>
<th>New ESE Teachers</th>
<th>Experienced ESE Teachers</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Option 1:</strong> A passing score on the Florida Elementary Education K-6, Elementary Education 1-6, or PreK/Primary (appropriate for grades K-3) subject area exam</td>
<td><strong>Option 1:</strong> A passing score on the Florida Elementary Education K-6, Elementary Education 1-6, or PreK/Primary (appropriate for grades K-3) subject area exam</td>
</tr>
<tr>
<td>Or</td>
<td>Or</td>
</tr>
<tr>
<td><strong>Option 2:</strong> A valid American Board for Certification of Teacher Excellence (ABCTE) <em>Passport to Teaching</em> certificate in Elementary Education</td>
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</tr>
<tr>
<td>Or</td>
<td>Or</td>
</tr>
<tr>
<td><strong>Option 3:</strong> A valid Florida Professional certificate in Elementary Education K-6 or PreK/Primary (appropriate for grades K-3)</td>
<td><strong>Option 3:</strong> A valid National Board for Professional Teaching Standards (NBPTS) certificate in Early Childhood Generalist (appropriate for grades K-3) or Middle Childhood Generalist (appropriate for grades K-6)</td>
</tr>
<tr>
<td>Or</td>
<td>Or</td>
</tr>
<tr>
<td><strong>Option 4:</strong> Verification from another state of passing an appropriate subject area exam for the elementary grade level(s) assigned - must be documented via the appropriate Florida form found at <a href="http://www.broward.k12.fl.us/certification/Verif_HQ_SAE.pdf">http://www.broward.k12.fl.us/certification/Verif_HQ_SAE.pdf</a></td>
<td><strong>Option 4:</strong> Verification from another state of passing an appropriate subject area exam for the elementary grade level(s) assigned - must be documented via the appropriate Florida form found at <a href="http://www.broward.k12.fl.us/certification/Verif_HQ_oosthousse.pdf">http://www.broward.k12.fl.us/certification/Verif_HQ_oosthousse.pdf</a></td>
</tr>
</tbody>
</table>

Or

**Option 5:** Verification from another state of a HOUSSE plan appropriate for the elementary grade level(s) assigned - must be documented via the appropriate Florida form found at [http://www.broward.k12.fl.us/certification/Verif_HQ_oosthousse.pdf](http://www.broward.k12.fl.us/certification/Verif_HQ_oosthousse.pdf)
An ESE teacher who is the teacher of record for an ESE core academic course in grades 7-12 must meet all three Highly Qualified requirements for teachers of core content listed below, in addition to having the appropriate ESE certification. **Note:** If you are assigned to teach a general education (non-ESE) core course then you will need to refer to the NCLB chart specific to general education teachers in grades 7-12 for requirements.

<table>
<thead>
<tr>
<th>Requirement 1</th>
<th>Requirement 2</th>
<th>Requirement 3</th>
</tr>
</thead>
<tbody>
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<td><strong>New ESE Teachers</strong>&lt;br&gt; (less than one year of full-time teaching experience)</td>
<td><strong>Experienced ESE Teachers</strong>&lt;br&gt; (at least one year of full-time teaching experience)</td>
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<tr>
<td>A valid Florida three-year Temporary or five-year Professional certificate in an ESE area appropriate to students assigned</td>
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<td></td>
</tr>
<tr>
<td><strong>Option 1:</strong> A passing score on the Florida Elementary Education K-6 or Elementary Education 1-6 subject area exam</td>
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<tr>
<td>Or</td>
<td></td>
<td><strong>Option 2:</strong> A valid Florida certificate appropriate to the subject and grade level assigned (note that teachers certified in Social Science are required to pass the Social Science subject area exam appropriate to the grade level assigned to meet NCLB requirements)</td>
</tr>
<tr>
<td><strong>Option 2:</strong> A valid Florida Professional certificate in Elementary Education - requires a Florida subject area exam or reciprocity from another state</td>
<td>Or</td>
<td><strong>Option 3:</strong> Verification from another state of a HOUSSE plan appropriate for the subject(s) and grade level(s) assigned (must be documented via the appropriate Florida form found at <a href="http://www.broward.k12.fl.us/certification/VerifHQ_oosthouse.pdf">http://www.broward.k12.fl.us/certification/VerifHQ_oosthouse.pdf</a>; cannot be accepted for the subject of Reading)</td>
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<tr>
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</tbody>
</table>
The School Board of Broward County is excited that you are our newest member!

We are sure you have plenty of questions regarding this District’s communication system (CAB) Communication Across Broward County.

What Communication system does the District use?

The CAB System is built on First Class, a leading communication platform for education. With its unique architecture, accessibility, scalability, reliability and security features, FirstClass (CAB) provides a stable and more efficient solution for the needs of Broward County Schools.

The CAB System provides users with the ability to effectively communicate and share information anytime, anyplace, through email, conferencing, calendaring and instant messaging.

What features does CAB have?

- E-mail
- Conferencing
- Calendaring
- Address Book

When do I get my CAB account?

After you report to your assigned location, contact your supervisor for your CAB contact. They will submit a request to the CAB Administrator for your new account.

How can I access my account from work?

- Primary access to your mail is available using a client application that can be installed on your workplace computer. See your CAB contact for assistance.

How can I access my account from home?

- There are various ways to access CAB including an Internet Service Provider.
- Visit [http://www.broward.k12.fl.us/cab](http://www.broward.k12.fl.us/cab) to download and install the CAB client. Make sure to install the appropriate client for the operating system you are using.
- When you are not at your workplace or home you can, using any Internet accessible computer, access your CAB account by visiting [http://webcab.browardschools.com](http://webcab.browardschools.com).
  - Log in using the same user name and password. (The interface is slightly different)

How much storage space am I allotted?

Every user (a.k.a. CABBIE) is given 100 MB of disk space which is housed on a centralized server, enabling you to access your account from any computer.

How will I be trained in using CAB?

You have a choice.
- Attend an instructor-lead training session that is offered throughout the year. Visit the TALENT DEVELOPMENT calendar via the Intranet at [http://web/hrd](http://web/hrd) to view the training calendar and then see your Inservice Facilitator to register.
- Visit [http://web/cab/learningresource.htm](http://web/cab/learningresource.htm). There you can download a user manual, quick reference guide and view tutorial movies at your convenience.
"The School Board of Broward County, Florida, prohibits any policy or procedure which results in discrimination on the basis of age, color, disability, gender, national origin, marital status, race, religion or sexual orientation."

Individuals with disabilities requesting accommodations under the Americans with Disabilities Act (ADA) may call the Equal Educational Opportunities Department (EEO) at 754-321-2150 or TTY# 754-321-2158.