



Established 1915
BROWARD
County Public Schools



NEW INSTRUCTIONAL EMPLOYEE HANDBOOK

WE NEED YOU!

 **Talent Acquisition & Operations**
(Instructional) INSPIRING A NEW WAVE OF
EDUCATORS & EMPLOYEES

Susan T. Rockelman
Director, Talent Acquisition & Operations

www.browardschools.com/teacher

WELCOME TO BROWARD COUNTY PUBLIC SCHOOLS

Congratulations on becoming an instructional employee with Broward County Public Schools (BCPS). Please take a moment to review the Instructional Handbook and utilize it as a resource to assist with any questions that you may have. As a new instructional employee to Broward County Public Schools we want to ensure that you experience a smooth transition into employment with the District.

CONTACTS TALENT ACQUISITION & OPERATIONS (INSTRUCTIONAL)

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Certification Inquiries		certificationrequests@browardschools.com
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Talent Acquisition & Operations website Employee forms, salary schedule, certification information, etc.	www.browardschools.com/teacher
Florida Department of Education (Teacher Certification)	www.fldoe.org/edcert
Florida Teacher Certification Exams, Dates and Registration (FTCE)	www.fl.nesinc.com
Employee Self Service	http://www.broward.k12.fl.us/erp

Other District Departments

New Teacher Academy	754-321-5018	Teacher Professional Learning and Growth
Learning Across Broward	754-321-5055	Professional Development Standards and Support
Alternative Certification Programs	954-236-1319	Teacher Professional Learning and Growth
Teacher Induction for Effectiveness and Retention (TIER)	754-321-5024	Coaching and Induction
Employment Services Verification of teaching experience forms	754-321-0150	Human Resource Support Services 7720 West Oakland Park Blvd., Sunrise, FL 33351
Payroll	754-321-2450	Payroll Department 600 SE 3rd Avenue. Fort Lauderdale, FL 33351

For an accessible version of this calendar, visit browardschools.com/accessiblecalendar.

AUGUST				
M	T	W	T	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

SEPTEMBER				
M	T	W	T	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30		

OCTOBER				
M	T	W	T	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

NOVEMBER				
M	T	W	T	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30				

DECEMBER				
M	T	W	T	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

JANUARY				
M	T	W	T	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29





FEBRUARY				
M	T	W	T	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26

MARCH				
M	T	W	T	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

APRIL				
M	T	W	T	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

MAY				
M	T	W	T	F
3	4	5	6	7
10	11	12	13*	14
17	18	19	20	21
24	25	26	27	28
31				

JUNE				
M	T	W	T	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30		

-  Employee Planning (no school for students)
-  Schools and Administrative Offices Closed
-  Schools Closed
-  Report Cards Issued
-  Interim Reports Issued
-  Early Release Day
-  First and Last Day of School

Hurricane makeup days in order of preference: 10/16/20, 1/7/21, 2/18/21, 3/18/21, 4/8/21, 6/9/21

* May 13 may be a no school for students day, depending on the testing schedule calendar.

NEW EDUCATOR FAQ'S

Questions	Answers	Status
When will I receive my Personnel Number?	Your personnel number will be emailed to you from "workflow administrator". Previous/Active Broward County Public Schools(BCPS) employees will retain their existing personnel number.	
When can I report to work?	You must have security clearance and approval from Talent Acquisition in order to report to work. Your office manager will notify you when are approved to report to work.	
How do I register to attend New Teacher Academy(NTA) (4 days)?	It is mandatory that all teachers new to Broward County Public Schools attend NTA. You will receive an email notification from Teacher Professional Growth & Development with your assigned date to attend.	
When will New Teacher Orientation (1 day) occur?	Information will be provided by your location. The event is co-sponsored by Broward County Public Schools, Broward Teachers Union (BTU) and district departments critical to your growth as an instructional professional.	
When should I register in SmartFind Express?	Once you receive your personnel number you can register in SmartFind Express to obtain a PIN number which allows you to report absences.	
When will I receive access to all Broward Technical Resources including Broward Single On?	Once you receive your personnel number email you MUST set up your Microsoft Outlook account for a district email address. Access the single sign on website to create your password. You will receive full access to the Broward Single On and launch pad will display all district applications.	
How do I register for Professional Development Courses?	To register for district training you will need to have a personnel number and access the Learning Across Broward portal.	
How do I complete the Florida DOE mandated child abuse training?	If you are new to Broward, you must complete the training by March 31 within your first year of employment. For information go to http://browardstudentservices.com/child-abuse-training . Contact Yva. Deiudone@browardschools.com	

SCHOOL BASED REMINDERS

Once you report to work, there are a few questions to ask your administrator/designee:

Questions	Answers	Status
How will I be evaluated?		
Who is my Teacher Induction for Effectiveness of Retention (TIER) Liaison?		
Who is my TIER Mentor/Coach?		
Who is my Team Lead/Department Head?		
Where is the teacher's lounge?		
Where can I obtain the school-wide discipline plan?		
Who do I speak with if I need school supplies/essentials? (computer/lap top, text books, paper copier, calculators, etc)		
Who do I contact for Technical Support?		

DISTRICT EMERGENCY CODES

Broward County Public Schools (BCPS) has seven (7) emergency codes to respond to threats, issues and concerns for BCPS students, staff and property. It is critical to fully understand these emergency codes and their responses. Your school administrator will review the codes in more detail.

RED: NO MOVEMENT
IMMINENT DANGER
Threat/Incident to the facility when the best course of action is to keep everyone in place to include the School SAFE Team. The following are sample incidents that could occur but no limited to: Drive-By-Shooter, Outside Disruption, Terrorist threat

YELLOW: LIMITED MOVEMENT
Threat/Incident to the facility, when the best course of action is to keep everyone in place but requires the School SAFE Team or others depending on the nature of the situation to react. The following are sample incidents that could occur but no limited to- i.e. Neighborhood Incident/Police Directed.

BROWN: Shelter-in-place/Evacuate/Lockdown
Threat/Incident to the facility, when the best course of action is to implement a shelter-in-place, lockdown, or evacuation. Procedure depends on nature of school emergency- i.e. chemical, toxin release, explosion

BLUE: MEDICAL EMERGENCY
When the best course of action is to notify SAFE Team of a medical emergency.

BLACK: Bomb Threat
Evacuate Facility.

GREEN: ALL CLEAR.

ORANGE: EVACUATE
WHEN A SITUATION WARRANTS BEYOND PREVIOUS CODES.

NEW TEACHER ACADEMY (NTA)

Teacher Professional Learning and Growth

Information to be provided from Teacher Professional Learning and Growth Department

The New Teacher Academy (NTA) is a high quality four-day professional learning activity designed for new teachers to Broward County Public Schools (BCPS). All days are mandatory.

NTA Participants will receive an introduction to:

- Instructional Practices
- Instructional Technology
- Assessments
- Classroom Management
- Florida Standards
- Professionalism

When you receive your personnel number, register using Learning Across Broward

1. Sign in at Learning Across Broward
2. Search for New Teacher Academy

NEW TEACHER ORIENTATION

Coaching and Induction

Dates will be provided by your school's administration.

Break-out-Sessions

- BrIDGES Employee Evaluations
- Legal Session
- Certification/Professional Development - Required PD-ESE; ESOL; Child Abuse
- New educator Need to Know - Benefits, Student Services, TIER Support
- hired after date above, you will be notified by your location of the next date.

SALARY PAYMENTS & PAYROLL SCHEDULE

Collective Bargaining Agreement (CBA), Article 19, N Salary Payments

Salary payments are directly deposited into a teacher's financial institution of their choosing. The financial institution can be changed via Employee Self Service (ESS). Teachers on a traditional 196 day calendar will be paid every other Friday. Teachers typically receive 22 checks starting in August and ending in June. The first and last check may be for partial amounts depending on when the pay period starts and ends. The remaining checks are for equal amounts. Teachers processed prior to the first day of the school year may elect to register for Year Round Pay during their On-Boarding Session, if they want to receive pay during the summer months. Teachers processed after the first day of the school year are not eligible to register for Year Round Pay. <https://www.browardschools.com/Page/31926>

APay for Performance Salary Schedule for Newly Hired Instructional Employees

All newly hired instructional employees are automatically assigned to the Pay Performance Salary Schedule. Teachers may receive an annual salary increase contingent upon receiving an overall performance ratings of Highly Effective or Effective for the prior school year. Increases are subject to negotiations and board approval. Typically, newly hired instructional employees are not eligible for the "raise" negotiated during the current year since they do NOT have an overall evaluation.

Per Florida Statutes 1012.22, teacher's rated highly effective shall receive the highest percentage salary increase. Teacher's rated effective shall receive 50-75% increase awarded to highly effective teachers. Scores are evaluated based on a combination of job-observations and VAM Scores. (See Evaluation section).



SALARY & COMPENSATION

UNDERSTANDING YOUR PAYCHECK/ALL DAYS PAID (ADP) (1)

Broward computes your bi-weekly paychecks using an All Days Paid computation. This means that all days in your work calendar (except Saturdays and Sundays) are counted. This computation is used so that each of your paychecks are an equivalent amount with the possible exception of your first and last check. This is to allow you to receive equal payments throughout the school year, regardless of holidays (i.e. spring/winter break).

Days Paid	All Days Paid
196	217
206	227
216	237
241	261

An instructional employees work calendar includes 6 paid holidays (schools closed) and 10 Employee Planning Days (no students). YOUR ADP HOURLY RATE IS REFLECTED ON YOUR CHECK. If you multiply you ADP rate to the All days paid it will equal your yearly salary.

YEAR ROUND PAY OPTION (2)

Deductions for year round pay is on each pay check. Deductions for the Year Round Pay option are taken out pre-tax in accordance with IRS section 409. Payments for supplements, advanced degrees, additional hours, secondary positions, summer pay, stipends, etc. Will not be used in the YRP calculation.

SUPPLEMENTS & OTHER PAYMENTS (3)

A teacher is eligible to receive other payments which are paid in addition to your yearly salary. These payments are identified on your check. They will either be paid as a re-occurring payment or one-time payment. Re-occurring (supplement) payments are paid in 20 checks beginning after your first full check. One-time payments are issued at various times depending on the type of payment (i.e. workshop payments, etc.). See Sample Paycheck below:

EXEMPTIONS.. 02		STEP/RANGE..R0		PSA/CAL..... 196 Day Cal		
	GROSS INCOME	PRE-TAX DEDUCTION	TAXABLE INCOME	TAXES	POST-TAX DEDUCTION	NET PAY
CURRENT	1,943.31	200.58	1,744.23	248.36	0.00	1,494.37
CAL YTD	19,826.87	1,997.80	17,944.07	2,503.01	0.00	15,426.06
ANNUAL SLRY	43,060.00					

DESCRIPTION	POSITION	RATE	HOURS	CURRENT	RETRO	CHK TOTAL	YTD	DEDUCTIONS SUMMARY		
								TAXES	CURR	YTD
Reg Hours-Primary	80193779	26.58024	75.00	1,993.51		1,993.51	19,124.48	FED W/H	101.15	993.09
CAFETERIA			1					FICA	119.31	1,223.73
Best&Brightest Eff							655.14	MEDICARE	27.90	286.19
Inst Grant 1X NFRS					15.00	15.00	88.59	TaxYTD	248.36	2,503.01
Master's Degree	80193779			182.50	3	182.50	1,825.00			
Year Round Pay	80193779			337.30-	2	337.30-	3,373.04-			
Sick Leave							186.07	PRE-TAX	CURR	YTD
Personal Reasons							225.93	Safe Denta	8.54	85.40
Holiday Pay							398.70	VIS AETNA	4.24	42.40
ESOL Coord. >150	80193779			28.75		28.75	287.50	Enh Life M	7.65	76.50
Public Relations	80193779			35.85		35.85	358.50	FRS CONTRB	67.56	672.60
Reg Hours-Secondar					25.00	25.00	50.00	457 Plan	112.59	1,120.90

Cafeteria Plan-Benefits Enhancement

Your collective bargaining agreement provides a monthly contribution (\$25/month; \$300/year) toward your Cafeteria Plan/Flexible Spending Account. If you do not choose to participate in the Cafeteria/Flex Plan, the Board's contribution will be applied automatically to your salary. However, the Board's monthly contribution will be reduced by the appropriate income and Social Security taxes. Employees hired after the commencement of the school year, shall receive twenty-five dollars (\$25) per month for each full month of employment.

Value of Benefits Package paid by District (Health, Dental and Vision) no cost to employee= \$8,088.

ADDITIONAL PAYMENTS

Advance Degree Incentives

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.)

Advanced degree payments are paid in 20 equal installments and as a reoccurring payment. Teacher's hired after the first day that teachers report, will receive a prorated amount.

Advanced Degree Stipend	
Master's Degree	\$3,650
Specialist Degree	\$6,800
Doctorate Degree	\$8,000

New Educator Professional Improvement Supplement (CBA, Appendix E, 4) (\$300)

A three hundred dollar (\$300) payment shall be payable to any teacher who has less than three (3) years of credited experience and accumulates a minimum of six (6) college credits or the equivalent in-service coursework within any of the first three (3) years of teaching experience on the salary schedule. To qualify, thae teacher must submit the application for New Educator Professional Improvement Supplement. <https://www.browardschools.com/Page/32146>

Various Supplements (\$359 - \$3,800)

A variety of supplementary pay positions are available and range from \$359 - \$3,800. A supplement as defined in Appendix F is for work that is beyond the teacher's 7.5 work day. A supplement can be for athletic coaching, department head/team leader chairs, Academic Games, Student Government, specific job related assignments (i.e. Guidance Director, ESE Specialist, etc.) and/or principal approved non-specific assignments. Most Supplements are paid to a teacher on a traditional 196 work calendar over 20 payments. 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. This is not considered a supplement but paid as a reoccurring payment.

(Review the Collective Bargaining Agreement, Appendix F for list of available supplements.)



Extra Pay (CBA, Article 12, G,2) (\$6,000)

Teachers at a middle or high school who teach an extra period shall receive \$6,000. Any such teacher shall receive the fixed supplement prorated over the school year. An extra period shall mean teaching one class more than is required under the adopted school schedule. The teacher will receive 20 equal payments of \$300. If the teacher begins after the semester, the amount will be pro-rated.

Florida Teacher Classroom Supply Assistance Program (Amount TBD)

The State of Florida provides funding for Florida classroom teachers to purchase classroom materials and supplies for students assigned to them. The funds shall be used to supplement the materials and supplies otherwise available to classroom teachers. The teacher must be employed by September 1st. In order to receive the funds, you will complete the acknowledgement of fund form that can be accessed via Class Wallet. In accepting the funds, you agree to the guidelines for approved use of the funds. For more information on Class Wallet visit www.classwallet.com.

If you purchase classroom supplies over the summer, remember to keep your receipts. Teachers may purchase eligible materials/supplies using Classroom Supply Funds beginning July 1st.

Examples of Approved Items: Paper, pens, pencils, highlighters, classroom books, art & crafts materials, charts, maps, globes, posters, flash cards, ink and toner for printers, math manipulatives, DVD/CD for students use, electric pencil sharpeners, electric stapler, protective smocks, inexpensive musical instruments, flash drives, clothing (hats and t-shirts) for students only with the school logo or to be used for school activities, on-line classroom resources and programs for students, subscriptions to educational programs to be used by students, food items that are used in classroom instruction and indicated in teacher's lesson plans.

Examples of Items NOT Approved: Personal items, clothing, electronics, furniture, services, computers, printers, rugs, cleaning supplies, prizes, snacks, for classrooms, cameras, iPads, iPhones, tablets, gift cards, professional dues, food and beverages used for consumption.



CREDIT FOR EXPERIENCE INSTRUCTIONAL AND WORK RELATED

New hires and rehires employed by The School Board of Broward County are eligible to receive up to 20 years of credit for experience 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. In addition, you are responsible to verify the credit was given to you. If credit is not granted, you will receive a memo. If credit is granted, your "annual salary" (on your check) will be updated to reflect the credit. Review the Initial Placement Schedule to determine what your annual salary should be. Review the sections below to verify acceptable experience.

The employer verification form was provided to you in the packet of employment papers you received.

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 full-time 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.)

You must have held a Bachelor's degree to be considered for instructional experience. Your former employer(s) must complete the **Employer Verification of Teaching Experience** form and submit it to the Employment Services Department .

<https://www.browardschools.com/Page/31929>

If approved, your salary will be adjusted, and you will receive retroactive pay. To verify what is approved you may contact Employment Services Services at hrsupportservices@browardschools.com or review your remuneration statement.

Credit for Experience (Work Related)

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, noncontractual 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 Talent Acquisition & Operations. The form must be completed in its entirety and include a job description. Incomplete forms will not be processed. <https://www.browardschools.com/Page/31929>

If the request is for experience credit 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 Talent Acquisition & Operations after verification forms have been submitted by your employers. Talent Acquisition & Operations will notify you as to the outcome.

If approved, your salary will be adjusted and you will receive retroactive pay.

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

Instructional employees in this category receive up to 20 years of verified salary credit 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**.



SICK LEAVE

Each employee in a full-time contracted position 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, it may result in overpayment in which repayment will be required.
- Employees working less than 100%, but at least 53.33%, will accrue sick leave based on the percentage of full-time employment.

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 the Broward County Public School System.

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.

Phone: 754-321-3130 Website: www.broward.k12.fl.us/benefits/leaves

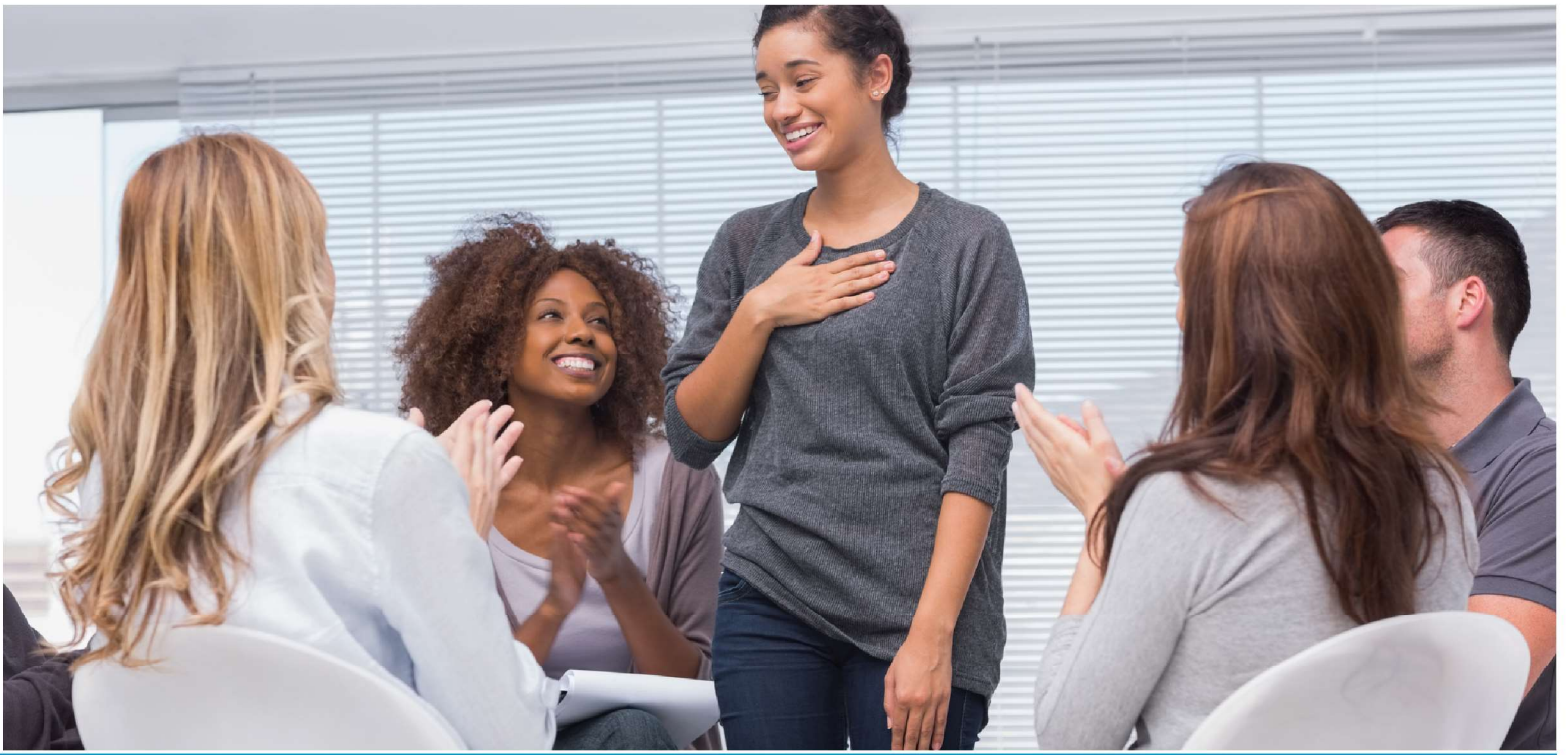
REPORTING YOUR ABSENCES / GETTING A SUBSTITUTE TEACHER

SMARTFIND EXPRESS

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 (754-212-8164)**

To report an absence after registering you can call 754-321-8164 or logon to <https://broward.eschoolsolutions.com>

Former Interim, Pool and Daily Substitute Teachers may be eligible to withdraw funds from Bencor (FICA Alternative). When your 1st paycheck reflects "Teacher" contact Bencor (1-888-258-3422) and request a distribution form.



NEW TEACHER SUPPORT

Teacher Induction for Effectiveness and Retention (TIER)

The District provides an induction support program for all candidates new to the teaching profession. The type of support will depend on the type of certificate you hold and your school. It is imperative that you meet your T.I.E.R Liaison for her/him to verify the support that you will receive.

T.I.E.R. provides an instructional support system for teachers new to the profession. T.I.E.R. is designed to be unique to each school, but research-based with norms of inquiry and trust supporting new educators in building their craft.

T.I.E.R. Mentors and Liaisons submit monthly evidence of support to the site-based Administrator and District Coaching and Induction Supervisors for additional feedback and reflection. Additional information can be found at <https://www.browardschools.com/Page/37410>

Teacher Incentive Fund (TIF)

The Broward County Public School's (BCPS) Leading Excellence and Achievement in Performance (LEAP) project aims to effectively enhance student achievement in high-need schools by improving the effectiveness of the teachers and leaders who serve them in 32 high-need schools. Project activities include alignment of human capital decisions with evaluations; development and implementation of salary supplements for Effective or Highly Effective teachers of high-need subjects who transfer to Teacher Incentive Fund (TIF) schools; development and implementation of teacher leadership and principal leadership career continua, including training programs to develop teacher and principal mentors, coaches, and peer reviewers.

BARGAINING UNIT DATE

TEACHER CONTRACT



PROBATIONARY CONTRACT

FLORIDA STATUTE 1012.335

“Probationary contract” means an employment contract for a period of 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.

ANNUAL CONTRACT

FLORIDA STATUTE 1012.335

“Annual contract” means an employment contract for a period of no longer than 1 school year which the district school board may choose to award or not award without cause. Upon successful completion of the probationary contract, the district school board may award an annual contract only if the employee:



1. Holds an active professional certificate or temporary certificate issued pursuant to s.1012.56 and rules of the State Board of Education.
2. Has been recommended by the district school superintendent for the annual contract based upon the individual's evaluation under s. 1012.34 and approved by the district school board.
3. Has not received two (2) consecutive annual performance evaluation ratings of unsatisfactory, two (2) annual performance evaluation ratings of unsatisfactory within a 3-year period, or three (3) consecutive annual performance evaluation ratings of needs improvement or a combination of needs improvement and unsatisfactory under s. 1012.34.

Teacher Contracts

Notification will be provided when your employee contract is ready for you to view and acknowledge in Employee Self-Service (ESS). Contracts are typically available by the end of November each year. Teachers hired after that can expect to receive notice within 30 days after their hire that their contract is ready to view.

You must log in to ESS, Career and Job, Teacher Contracts, to access the contract <https://erportal.broward.k12.fl.us/irj/portal>. The ESS portal can ONLY be accessed within the U.S. using Internet Explorer 11 (windows users) or Firefox (MAC users). ESS is down for maintenance starting at noon each Saturday through Sunday at 1 pm. If you experience difficulty accessing ESS, contact the IT Service Desk at itservicedesk@browardschools.com

INSTRUCTIONAL TRANSFERS

An instructional employee may request a voluntary transfer for the following school year. Transfer applications may be submitted any time after January 1st through the last day of the regular school year. The employee must complete an on-line Transfer Request Form at www.browardschools.com/teacher

Regular Transfer

The hiring principal must consider the transfer candidate, but it is at the principal's discretion whether to interview the candidate for the position.

Hardship Transfer

The employee may request a Teacher Hardship Transfer (THD) when he/she travels 20 miles or more one-way via the most direct route to their work location or has a serious medical and/or personal problem. An employee may request a hardship 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

The employee must have completed at least 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.

EMPLOYEE SELF-SERVICE (ESS)

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

- View benefits, payroll information and personal information.
- Add/change their address, bank information (direct deposit), emergency contact information, work telephone number and email address.
- Access their teacher contract, view education information, certification information and out of field records.
- Verify information such as place of employment, telephone number, e-mail address, etc., on any SBBC employee whose record exists in the HRMS.
- Make payroll modifications and benefits selection during the enrollment period.

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, Reading and Students with Disabilities (SWD) 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.

<https://www.browardschools.com/Page/40447>

EMPLOYEE EVALUATIONS

Broward Instructional Development and Growth Evaluation System (BrIDGES) is the evaluation system used for all of our teachers within SBBC.

There are three different frameworks:

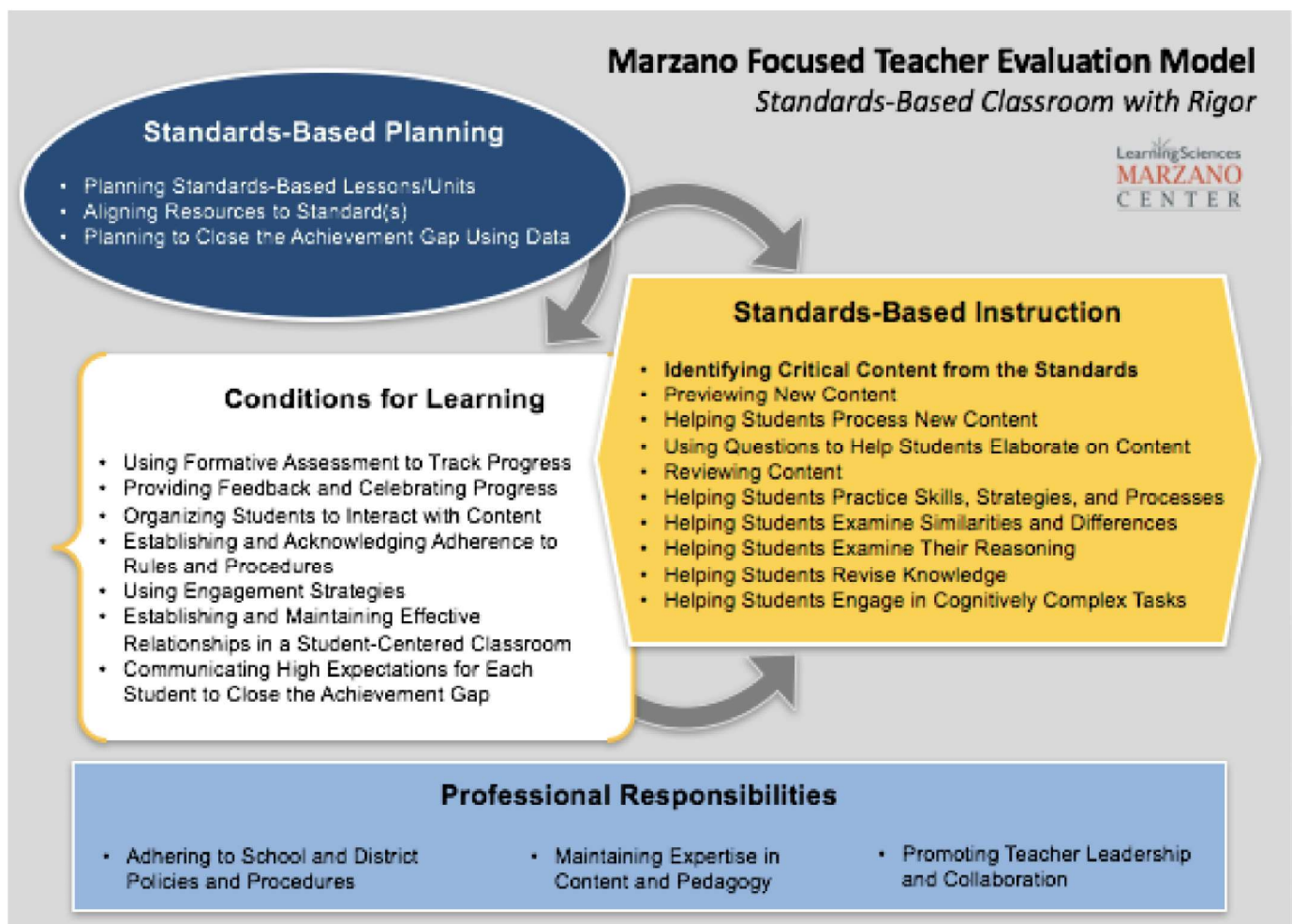
One for all Classroom Middle School teacher that are at middle school sites with 6th – 8th grade students (and Millennium 6-12 Collegiate Academy)

One for all Classroom Teachers in elementary schools, high schools, and all other classrooms sites other than middle schools (as mentioned in the last slide)

One for all Non-Classroom Teachers (based on job classifications)

At the beginning of every school year, teachers receive an orientation with details regarding the evaluation system. This includes details about ratings and annual requirements.

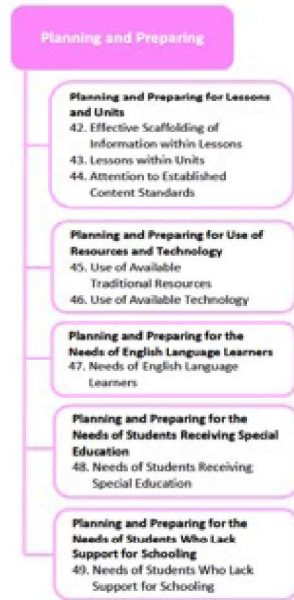
Classroom Teachers at 6-8 Middle Schools (and Millennium Collegiate Academy)



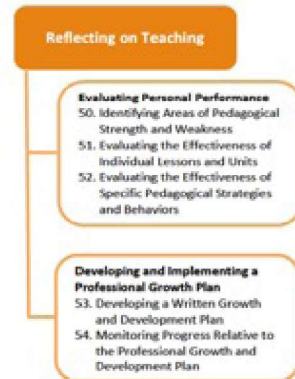
2014 Marzano Teacher Evaluation Model Learning Map



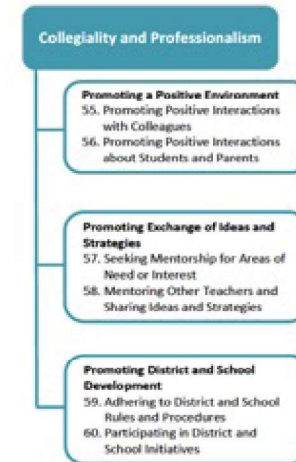
Domain 2: Planning and Preparing



Domain 3: Reflecting on Teaching



Domain 4: Collegiality and Professionalism



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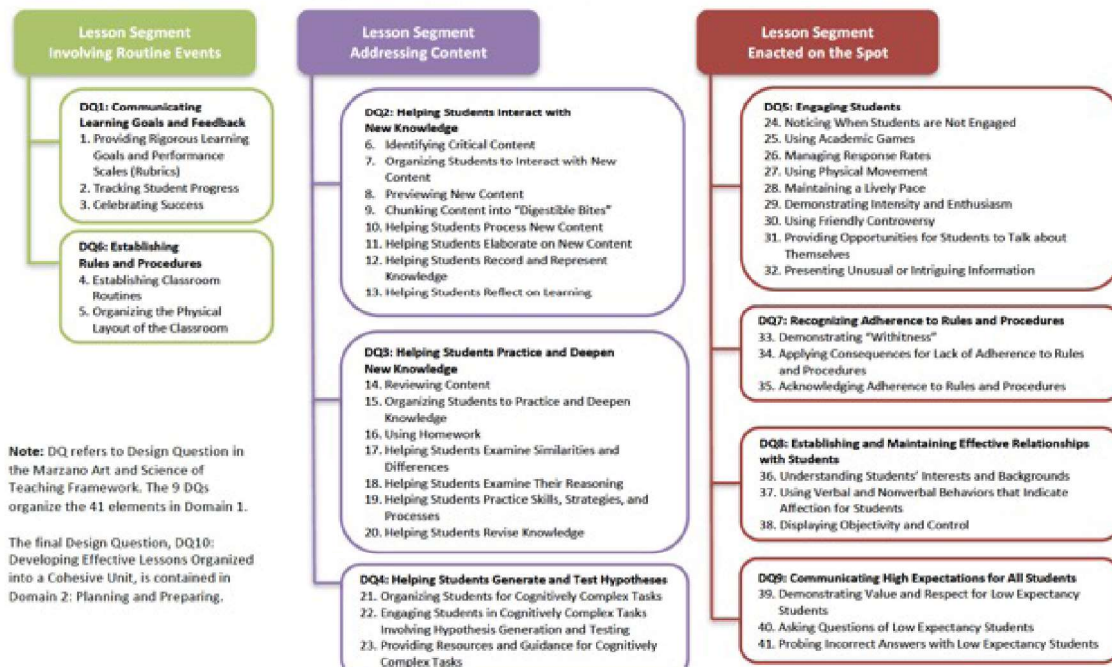
Page 2
1.877.411.7114 | MarzanoCenter.com

2014 Marzano Teacher Evaluation Model Learning Map



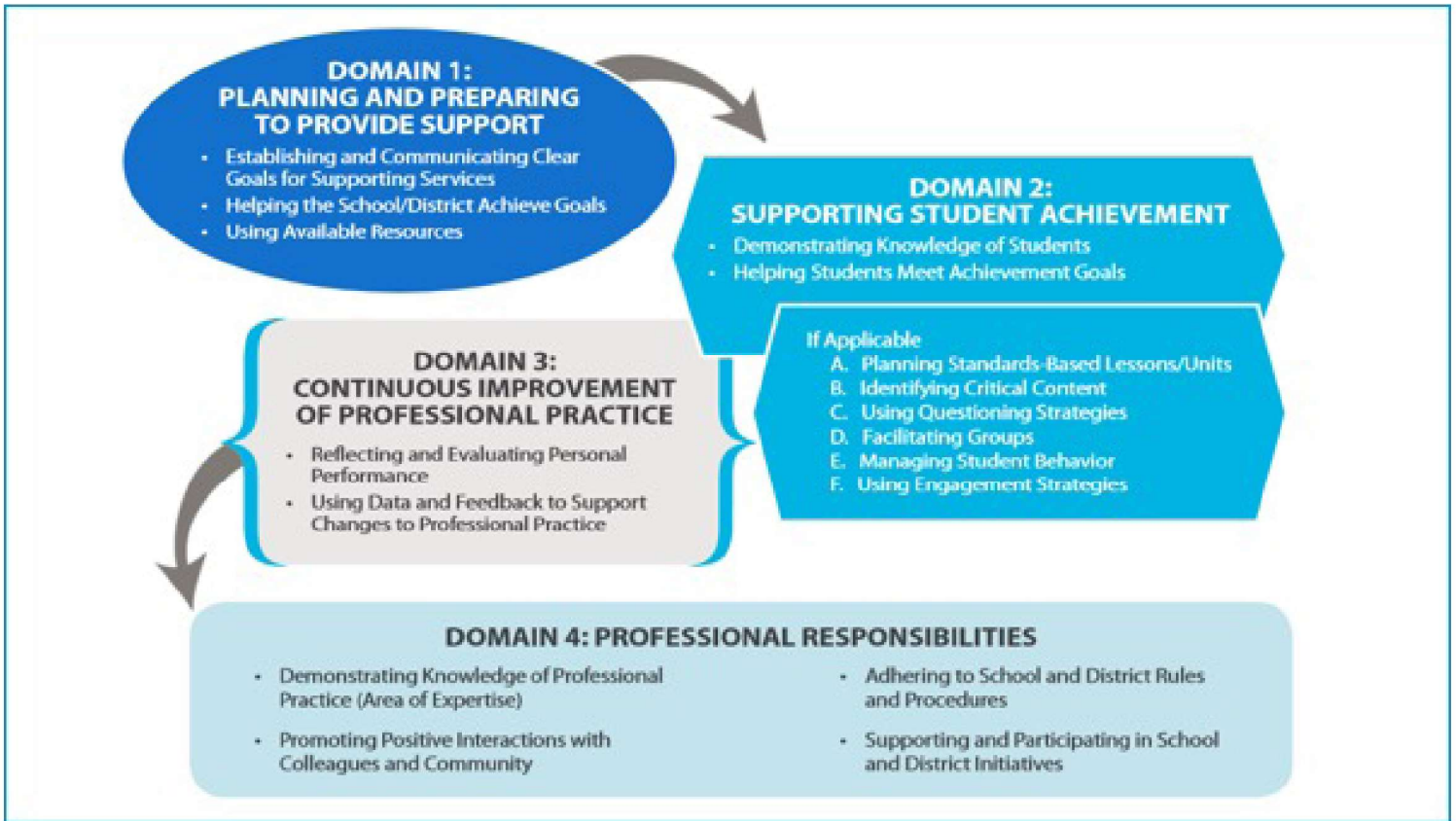
Domain 1: Classroom Strategies and Behaviors

Domain 1 is based on the Art and Science of Teaching Framework and identifies the 41 elements or instructional categories that happen in the classroom. The 41 instructional categories are organized into 9 Design Questions (DQs) and further grouped into 3 Lesson Segments to define the Observation and Feedback Protocol.



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1.877.411.7114 | MarzanoCenter.com



CERTIFICATION OVERVIEW



OFFICIAL STATEMENT OF STATUS OF ELIGIBILITY

All applicants who apply for a Florida educator certificate will receive a Statement of Status of Eligibility (SOE) Letter for the area(s) requested. The statement advises the applicant of three key pieces of information:

- whether or not the applicant meets the subject requirements for the subject or endorsement requested;
- requirements that are remaining for issuance of a temporary certificate in that subject;
- requirements that are remaining for issuance of a professional certificate in that subject.

The Statement of Status of Eligibility Letter is not your teacher certificate. It is an evaluation of your credentials. The statement will outline the specific requirements you must complete in order to be issued a certificate.

Once employed with Broward Schools, Talent Acquisition, Instructional, will request issuance of your Florida teaching certificate, pending clearance of your fingerprints. You should receive access to your certificate from The Florida Department of Education (FL DOE) within 45 days, provided all required documents (transcripts and appropriate fees, etc.) are on file. FLDOE will email you an access link to obtain your certificate.

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.

-- **It is your responsibility to ensure that your location receives a copy of your valid certificate and that you also forward a copy to Talent Acquisition, Instructional, so that your records can be updated in the system.**

-- You **cannot** work with an expired certificate.

TYPES OF CERTIFICATES

It is the teacher's responsibility to maintain a valid Florida Educator's Certificate.

For questions about your certification requirements, email certificationrequests@browardschools.com or speak with a Talent Acquisition Human Resource Administrator.

Don't procrastinate! Have a plan on what requirements you will complete each year.

3-YEAR TEMPORARY

- This certificate allows the applicant time to complete all requirements for a professional certificate while teaching full time. Refer to your SOE for specific requirements.
- This certificate is non-renewable. Therefore the teacher must complete all requirements in order to be eligible for continued employment and upgrade to a professional certificate.
- If a teacher takes and passes any of the Florida Teacher Certification exams, scores are automatically sent to the Florida Department of Education.
- If courses are required in the SOE, a teacher must ensure that official transcripts indicating completion of the courses are submitted to the Florida Department of Education.
- The teacher must complete a Florida approved Professional Education Competence (PEC) Program. This will be verified by his/her principal during the first two years of employment.
- The principal will complete the State Competency Demonstration Checklist (CDC)
- To upgrade from a temporary to a professional certificate, the teacher must apply for an upgrade and submit the fee to the Florida Department of Education www.fldoe.org/edcert

OPTIONS FOR 3 YEAR TEMPORARY CERTIFICATE HOLDERS WHO NEED TO COMPLETE PROFESSIONAL PREPARATION

Teachers on a 3-year temporary certificate may be required to complete up to 15 hours of college coursework. Refer to your Statement of Eligibility Letter. There are a variety of programs available and reimbursement may be available. Please view the Resource Guide for Teachers on a Temporary Certificate at <https://www.browardschools.com/cms/lib/FL01803656/Centricity/Domain/12647/ResourceOnTemp.pdf>

5-YEAR PROFESSIONAL

This certificate is issued to teachers who have:

- Completed all of the requirements indicated in your Statement of Status of Eligibility Letter; or
- Completed a Florida State-approved educational program or have a valid, standard out-of-state certificate comparable to the Florida professional certificate; or
- A valid standard certificate issued by the National Board for Professional Teaching Standards (NBPTS).

Options for renewal include:

Listed below are two options to renew your certificate, however for a comprehensive list of other options, visit www.fldoe.org/teaching/certification/renewal-requirements/

- A minimum of 120 in-service points for up to four subject areas, to include 20 points in teaching students with disabilities. The District will verify in-service points and submit to the FL DOE.
- Six college credit hours of appropriate course work to include at least one credit hour in teaching students with disabilities. The teacher must submit an official transcript to FL DOE.

To renew a professional certificate is a three-step process:

- Submit the fee via the districts website <https://osp.osmsinc.com/browardfl/>
- Apply online to the Florida Department of Education at www.fldoe.org/edcert
- Submit the payment confirmation and completed application to certificationrequests@browardschools.com. Write your personnel number on the submitted documents for appropriate identification.

Certification Exam Information

Teachers should refer to their Statement of Status of Eligibility letter to determine if they are required to take any of the FTCE tests. The FTCE are administered in a computer-based format. Passing scores must be earned no more than 10 years prior to the date of application submitted to the state. Reimbursement may be available for registration fee after exam is passed. Application is located at browardschools.com/teacher under "Current Teacher and Forms" section.

Test dates and Registration can be location at:

www.fl.nesinc.com.



Description of Tests

NOTE: The Florida Department of Education stopped accepting other state's PRAXIS and NTE exams, effective July 1, 2002. All exam results must have been earned within the past 10 years to be used to meet FLDOE requirements.

SUBJECT AREA EXAMINATION (SAE)

These exams measure content area knowledge, usually in a multiple-choice format.

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. 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.

GENERAL KNOWLEDGE KNOWLEDGE EXAM

This 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.

Demonstration of Mastery:

- Valid standard teaching certificate issued by a US state or territory
- Valid certificate issued by the National Board for Professional Teaching Standards or the American Board for Certification of Teacher Excellence
- Completion of two (2) semesters of full-time college teaching experience or the equivalent in part-time college teaching experience
- Effective for tests administered on or after July 1, 2015, test sections of the GRE® revised General Test:

- GRE Analytical Writing combined score of 4 out of 6 acceptable for GK Essay
- GRE Quantitative Reasoning scaled score of 147 acceptable for GK Mathematics
- GRE Verbal Reasoning scaled score of 151 acceptable for both GK English Language Skills and GK Reading

PROFESSIONAL EDUCATOR EXAM

This multiple-choice test assesses knowledge of five content bases: personal development, appropriate student behavior, planning instruction, implementing instruction, and evaluating instruction.

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 – this is what you are actually tested on. All of this information, and more, can be found at: <http://www.fldoe.org/asp/ftce/>.

ASSIGNED 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 termination.



A teacher is identified as out-of-field for the following reasons:

1. Assigned to teach a course for which the teacher does not have a valid certificate in the appropriate area (i.e. certified in social studies but teaching math).
2. Assigned a student characteristic for which the teacher does not hold appropriate certification (i.e. ESOL, ASD, gifted, etc.).

Out-of-field teachers are mandated to complete training each year until appropriately certified. The teacher must submit evidence by April of each year (except for ESOL). If a teacher fails to complete the mandated training each year, it could impact the teacher's employment.

Newly hired teachers may sign an out-of-field agreement upon employment. In addition, the District will identify Out-of-field teachers based on the student's schedules in September and February. Your administrator will meet with you and have you sign an agreement. This agreement reviews your out-of-field area(s) and required mandated training. Newly hired teachers do not have an option to opt out of completing training requirements. Newly hired teachers must complete the training each year until appropriately certified or designated as infield, if applicable.

If you have been identified as out-of-field, review options to meet training requirements at <https://www.broward-schools.com/Page/40449>. Look for the area you have been identified as out-of-field and review requirements. Questions should be directed to certificationrequests@browardschools.com

The District may provide reimbursement to out-of-field teachers who pass subject area exams and/or complete required course work. Go to [Browardschools.com/teacher](https://www.broward-schools.com/teacher) and select: Current Teachers: Forms & Information.

Child Abuse and Neglect Training



All district personnel who interact with children in Broward County Public Schools MUST complete the following on-line trainings related to Child Abuse and Neglect:

1. During first year of employment, complete District's Child Abuse and Neglect Training.

As an educator, a primary goal is to enhance the learning of children and to remove barriers, academic or environmental, that make learning difficult. Not all children come to school equally prepared to learn. Sometimes cognitive problems or handicapping conditions interfere. Sometimes it is social, emotional or behavioral problems that present difficulty. The residual effects of child abuse, abandonment, and neglect, by themselves or in combination with the previously stated factors, present a serious challenge to learning.

State law, Florida statute 39 requires mandatory reporting of known or suspected child abuse, abandonment, or neglect. Florida statute 415 requires mandatory reporting of known or suspected abuse, neglect, or exploitation of adult disabled students.

The Florida Department of Education mandates child abuse training for all new teachers, and Broward County Public Schools also requires this training for all experienced staff who are new to our school district. The Principles of Professional Conduct For The Education Profession In The State Of Florida require reasonable efforts to protect the student. This training will also comply with the Florida Department of Education requirement listed on the State Competency Demonstration Checklist.

Educators are trained to recognize and intervene when children are not able to fully benefit from their educational opportunities. This guide will assist teachers and others in the educational environment in detecting clues that may indicate that children are being maltreated. School is the only place outside the home in which most children are seen daily. Educators have the opportunity to see changes in their appearance and behavior.

On-line training link: <https://www.browardschools.com/Page/38806>

2. Annually complete, Florida Department of Children and Families (DCF) Training using the "Identifying and Reporting Child Abuse and Neglect" link: <http://www3.fl-dcf.org/RCAAN/>

You must use your personnel number when creating the account and legal name listed in Employee Self Service for compliance to be properly monitored by the District.

TO REPORT CHILD ABUSE, CALL 1-800-96ABUSE

ESOL TRAINING REQUIREMENTS

All Broward County teachers are required to complete ESOL training that is offered through the districts Professional Development System. The specific training is based on your teaching assignment and must be completed within the specified timeline. The teacher must complete required in-service or college coursework training according to the timeline.

CATEGORY 1	CATEGORY 2
Assigned to teach Elementary, Reading, and/or English/ Language Arts (includes ESE teachers assigned one of the subject areas listed)	Assigned to teach Mathematics, Social Studies, Science, and/ or Computer Literacy
REQUIREMENTS	REQUIREMENTS
300 in-service points, 15 semester hours college credit, or a combination of both in ESOL with a credit in: <ul style="list-style-type: none"> - Methods of teaching English to speakers of other languages - ESOL curriculum and materials development - Cross-cultural communication and understanding - Testing and evaluation of ESOL - Applied linguistics 	60 in-service points or three semester hours college credit in: <ul style="list-style-type: none"> - ESOL Strategies for Content Area Teachers
OR	OR
Passing Score on ESOL Subject Area Exam. Must obtain 120 in-service points or six semester hours of equivalent courses (must be from courses listed above) within three (3) years from the date of receipt of the ESOL certificate.	Hold ESOL Endorsement on your Florida Educators Certificate
TIMELINE	TIMELINE
<ul style="list-style-type: none"> - By April of your second year of employment, you must have completed 3 semester hours or 60 in-service points - By Year 3 › six semester hours or 120 in-service points - By Year 4 › nine semester hours or 180 in-service points - By Year 5 › twelve semester hours or 240 in-service points - By Year 6 › fifteen semester hours or 300 in-service points <p>Deadline to have training completed for each school year is by the end of April.</p>	By April of your second year of employment you must complete the requirements above.

NOTES

BROWARD SINGLE SIGN ON (SSO)

Broward SSO is your one-stop access to most of the website applications you use to accomplish your educational and business needs. After signing into Broward SSO, you'll have access to many of your website applications without having to sign-in again. The Broward SSO Launchpad also provides a way for users to manage their own password from anywhere, using the new self-service password reset tool.

Once your processing is completed, and you've been issued a personnel number, you will obtain access to the SSO System, which will give access to the district email Microsoft Office 365. If you have any questions, please speak with your site technology specialist or technology liaison, or contact the Service desk at 754-321-0411. If you are a current employee in the system (substitute teacher, teacher asst. etc) additional access to teacher resources will be granted to you once you are completely onboarded as a teacher.

Two Steps to a Safer SSO

Visit sso.browardschools.com

Step 1) REGISTER (if you haven't already done so)

On the Sign In page, enter the following username and password combination:

- **username** = your Personnel/Student number (example: P01234567 0601234567)
- **User password** = your Windows (Active Directory) password. This is the same password you use to log in to Office 365 and Pinnacle.

Click **Sign In**.

Select three security questions from the drop-down boxes and type in your answer to each question. Click **Save**.

It is important that you keep the answers to the security questions you chose for registration secret. Your answers are stored securely in a server without risk of exposure, and are only used to authenticate your identity.

Each answer that you enter must be a minimum of four characters long. Answers are NOT case-sensitive. This means that you DO NOT have to enter each letter exactly as you did when the answer was first created. For example, the security answer **CuteDog** can be entered the next time as **cutedog** and the system will recognize and accept the answer.

Step 2) CHANGE YOUR PASSWORD

Click on your name in the top right corner, select Update Password from the dropdown

Click Security Questions, then select Continue

You will be prompted to answer two of the security questions that you chose when registering. Click Authenticate

In order to achieve complexity requirements updated passwords must meet the following complexity criteria:

Elementary School – 4 Characters

Middle School – 8 Characters, Passwords cannot contain your username, first or last name

High School/Staff – 8 Characters, passwords must contain at least 3 of the following 4 character types:

- An uppercase character
- A lowercase characters
- A special character such as !@#%& ?*()
- A number (0-9)

Passwords cannot contain your username, first or last name

OFFICE OF ACADEMICS QUICK LINKS ON INSITE

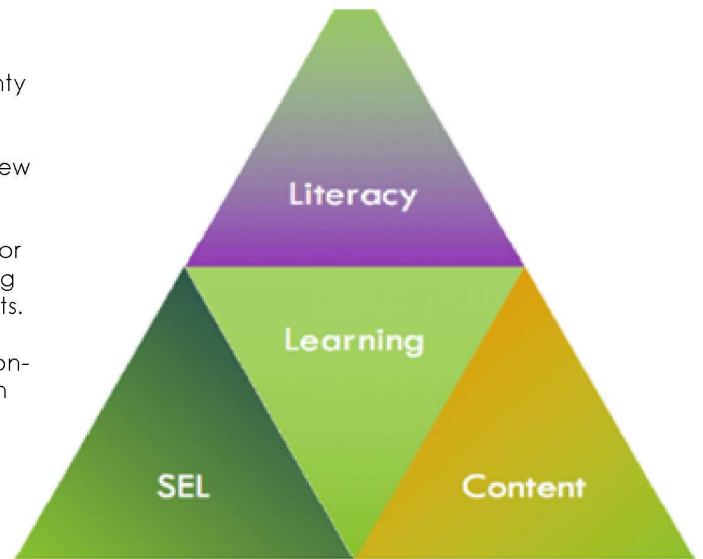
The Office of Academics (OoA) works to design, support, and monitor the educational vision articulated by the Broward County community.

Once you obtain Single Sign-On access, locate Sharepoint to view district department resources and information.

With Insite, OoA provide resources, procedures, and guidance for teachers, administrators and other educators to support learning through high quality instruction in every classroom for all students.

If you have any questions regarding the resources on this site, contact the appropriate department Director or Supervisor listed on Sharepoint.

Daniel Gohl, Chief Academic Officer
754-321-2618 | @BCPSCAO



Early Learning & Language Acquisition

Head Start/Early Intervention

Exceptional Student Learning Support Learning

Elementary Learning

Secondary Learning

Applied Learning

Bilingual/ESOL

CTACE

Innovative Learning

Student Support Initiatives
754-321-1662

Coordinated Student Health Services
Diversity, Prevention & Intervention Resources
Equity & Diversity Department Resources
Family and Community Engagement
School Counseling & BRACE Advisement
Student Services
Administrative Interventions

Teacher Support & Development

Professional Development Standards & Support
754-321-5055

Student Assessment & Research
Teacher Professional Learning & Growth

Code of Student Conduct



OFFICE OF ACADEMICS RESOURCES

The District's Office of Academics offers 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. Visit the Office of Academics website and [Sharepoint](#) page for additional resources at: <https://www.browardschools.com/domain/12424> or <https://browardcountyschools.sharepoint.com/sites/Intranet/Academics/SitePages/Home.aspx>

Each level and content area has specific information that pertains to you and your subject area (i.e. Special Education, Math, etc.)

K-12 Educator Toolkit <http://www.cpalms.org/Public/>

STUDENT SUPPORT INITIATIVES & RECOVERY

The District's Office of Student Support Initiatives & Recovery and its multi-disciplinary team of professionals provide prevention and intervention services to Pre-K - adult students and support the collaboration of schools. View their website and specific sharepoint sites (i.e. school counseling)

OSPA RESOURCES

The District's Office of School Performance and Accountability (OSPA) is dedicated to fostering leadership, staff, and students to reach their highest potential. Schools are grouped into instructional cadres to facilitate school improvement and curricular innovation, as well as support the diversity of Broward County.

Visit the Office of School Performance and Accountability [Sharepoint](#) page for additional information at: <https://browardcountyschools.sharepoint.com/sites/Intranet/Academics/SitePages/Home.aspx>



Established 1915

BROWARD County Public Schools

600 SE Third Avenue, Fort Lauderdale, FL 33301 | 754-321-0000
www.browardschools.com

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The School Board of Broward County, Florida, prohibits any policy or procedure which results in discrimination on the basis of age, color, disability, gender identity, gender expression, national origin, marital status, race, religion, sex or sexual orientation. Individuals who wish to file a discrimination and/or harassment complaint may call the Director, Equal Educational Opportunities/ADA Compliance Department at 754-321-2150 or Teletype Machine (TTY) 754-321-2158. Individuals with disabilities requesting accommodations under the Americans with Disabilities Act Amendments Act of 2008, (ADAAA) may call Equal Educational Opportunities/ADA compliance Department at 754-321-2150 or Teletype Machine (TTY) 754-321-2158. browardschools.com