



New Employee Instructional Handbook Talent Acquisition & Operations



Welcome!

**2017-18-School Year
New Teacher Handbook**

“Broward County Public Schools is Florida’s first fully accredited school system since 1962”.

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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. The Talent Acquisition & Operations Department hopes this school year will be productive 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.

Review the Checklist below and follow up with the areas that apply:

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 when you may report to work based on your Security Clearance. **Candidates reporting to work prior to Security Clearance will not be paid.** Current employees who have an authorization date may begin immediately.

Personnel Number

- In order to access and utilize district resources, you must obtain a personnel number. Your personnel number will be activated once your hiring process is complete with Human Resource(references, transcripts, employment documents, security clearance, etc). This may take approximately 3 weeks.

Certification

If you do not have a Florida Educator's certificate, BCPS will notify the Florida Department of Education(FLDOE) to issue your certificate. You will receive an email notification from FLDOE within six (6) months to access your issued certificate. Upon receipt, submit a copy of it to your office manager and the Certification Office, 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, Director of Talent Acquisition, for payment of the \$1,000 one-time signing bonus.
- Your office manager, who will process you for the District payment.
- The Human Resources Development (Office of Academics) Department and notify them at 754-321-5004. The Office of Academics will process the supplement paid by the Florida Department of Education.

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 *Onboarding Clearance Form* indicates "Alt Cert" to reflect that you are a candidate for ACE.

Register to attend the **New Teacher Academy (NTA)**. For available dates and registration go to the Professional Development Standards and Support website and select the *New Teacher Academy* from the main page www.browardschools.com/talentdevelopment.

Register with **SmartFindExpress**. Review instructions in handbook under section "Reporting an Absence".

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 an instructional professional. Information for the next NTO will be provided by your location.

Talent Acquisition & Operations (Instructional)
600 SE 3rd Avenue Fort Lauderdale, Florida 33301

Susan Rockelman Laura Bolte, Office Manager	754-321-2324	Director
Susan Benak Shela Caldwell, Secretary	754-321-2362	Manager, Certification
Tammy Borden	754-321-2344	Analyst Substitute Teacher Coordinator
Freda Broderick	754-321-2325	HR Administrator : Elementary Schools Cadre 3, 4 and South Region of Cadre 6 Applicant Pool: Elementary Education M-Z, Art, Drama
Ty Cunningham	754-321-2077	HR Administrator: High Schools Cadre 9 & 10 Applicant Pool: English, Social Science, Reading, PE/Health
Golda Hoff	754-321-2328	HR Administrator – Middle Schools Cadre 7 & 8 Applicant Pool: Math, Science, Music
Sherry Richmond	754-321-2331	HR Administrator – Elementary Schools Cadre 1 & 2, and North Region of Cadre 6 Applicant Pool: Elementary Education A-L, World Language
Diane Rogers	754-321-2357	HR Administrator-Elementary Schools Cadre 5, Technical Colleges/Centers Cadre 11 Applicant Pool: Exceptional Student Education, Family Counselor, School Psychologist, Career Technical Education
Karen Sweeting	754-321-2346	HR Administrator- District Departments Applicant Pool: ROTC
Maria Yen	754-321-2364	Analyst, Certification Reappointment/Out of Field
Instructional Fax Number Certification Fax Number	754-321-2716 754-321-2717	
Application/Sub Central Inquiries	754-321-2320	teach@browardschools.com
Certification Inquiries	754-321-2748	certificationrequests@browardschools.com
Hiring Inquiries	754-321-2321	teach@browardschools.com

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

<p>New Teacher Academy Browardschools.com/talentdevelopment 754-321-5018 My Learning Plan-District training registration 754-321-5000 Alternative Certification Programs 954-236-1319 Teacher Induction for Effectiveness and Retention (TIER) 754-321-5024</p>		
Employment Services Verification of teaching experience forms	7720 West Oakland Park Blvd., Sunrise, FL 33351	754-321-0129
Payroll Department	7720 West Oakland Park Blvd., Sunrise, FL 33351	

SCHOOL CALENDARS

Access all track calendars from browardschools.com

Traditional 196 Days Calendar

2017-2018 School Calendar - SYNOPSIS THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA

First Quarter

Monday, August 14, 2017	Employee Planning - 1
Tuesday, August 15, 2017	Employee Planning - 2
Wednesday, August 16, 2017	Employee Planning - 3
Thursday, August 17, 2017	Employee Planning - 4
Friday, August 18, 2017	Employee Planning - 5
Monday, August 21, 2017	Start 1st Quarter - (42 Days)
Monday, September 4, 2017	Holiday - 1
Thursday, September 14, 2017	Early Release - 1
Tuesday, September 19, 2017	Interim Reports Issued
Thursday, September 21, 2017	Day Off
Thursday, October 19, 2017	Early Release - 2
Friday, October 20, 2017	Employee Planning - 6

Second Quarter

Monday, October 23, 2017	Start 2nd Quarter (41 Days)
Friday, November 10, 2017	Holiday - 2
Thursday, November 16, 2017	Report Cards Issued for First Quarter
Wednesday, November 22, 2017	Day Off
Thursday, November 23, 2017	Holiday - 3
Friday, November 24, 2017	Day Off
Monday, November 20, 2017	Interim Reports Issued
Friday, December 22, 2017	Early Release - 3

Third Quarter

Monday, December 25, 2017	Day Off
Tuesday, December 26, 2017	Day Off
Wednesday, December 27, 2017	Day Off
Thursday, December 28, 2017	Day Off
Friday, December 29, 2017	Day Off
Monday, January 1, 2018	Holiday - 4
Tuesday, January 2, 2018	Day Off
Wednesday, January 3, 2018	Day Off
Thursday, January 4, 2018	Day Off
Friday, January 5, 2018	Day Off
Monday, January 8, 2018	Employee Planning - 7
Tuesday, January 9, 2018	Start 3rd Quarter (51 Days)
Monday, January 15, 2018	Day Off
Thursday, January 25, 2018	Report Cards Issued for Second Quarter
Tuesday, February 13, 2018	Interim Reports Issued
Monday, February 19, 2018	Holiday - 5
Thursday, February 22, 2018	Early Release - 4
Thursday, March 22, 2018	Early Release - 5
Friday, March 23, 2018	Employee Planning - 8

Fourth Quarter

Monday, March 26, 2018	Day Off
Tuesday, March 27, 2018	Day Off
Wednesday, March 28, 2018	Day Off
Thursday, March 29, 2018	Day Off
Friday, March 30, 2018	Day Off
Monday, April 2, 2018	Start 4th Quarter (46 Days)
Thursday, April 12, 2018	Report Cards Issued for Third Quarter
Wednesday, May 2, 2018	Interim Reports Issued
Friday, May 25, 2018	Employee Planning - 9
Monday, May 28, 2018	Holiday - 6
Wednesday, June 6, 2018	Early Release - 6
Wednesday, June 6, 2018	Last Day of School
Thursday, June 7, 2018	Employee Planning - 10
Wednesday, June 27, 2018	Report Cards Issued for Fourth Quarter

SALARY SCHEDULE



NEW PERFORMANCE PAY SALARY SCHEDULES FOR TEACHERS AND ADMINISTRATORS AS OF JULY 1, 2014

Awarding Competitive Compensation to Educators for Student Success (ACCESS)

The District and Broward Teacher Union(BTU) have finalized the 2016-17 school year salary schedule.

Years Teaching Experience	Hourly	Salary
0-2	27.7034	\$40,724
3	28.3959	\$41,742
4-7	29.0884	\$42,760
8	29.6796	\$43,629
9-10	29.9190	\$43,981
11	30.2653	\$44,490
12	30.4735	\$44,796
13	30.7850	\$45,254
14	31.0932	\$45,707
15	31.4040	\$46,164

Additional Payments

Advanced Degree Stipend

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.)

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

Additional Payments (cont.)

New Educator Professional Improvement Supplement (\$300)

Instructional employees who earn college credits and/or in-service points beyond their last conferred degree and within any of the first three years of teaching experience may qualify for this supplement.

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.

Additional Supplements: A variety of supplementary pay positions such as department chairpersons, coaching, team leaders, textbook coordinators, and club sponsors maybe available. They pay ranges 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 Teacher Professional Learning and Growth (Office of Academics) 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.**\$2,438 or 5% of base salary, whichever is greater
- New teachers who hold national board certification should contact the Office of Academics at 754-321-5018.
- **\$1000 National Board Certified Teacher One time 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.

Teacher Incentive Fund (TIF)

<http://www.broward.k12.fl.us/talentdevelopment/html/tifgrant.html>

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; professional development budgets for teachers and administrators as an incentive for working in those schools; and development and implementation of teacher leadership and principal leadership career continua, including training programs to develop teacher and principal mentors, coaches, and peer reviewers.

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 15 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. 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 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 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.)

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.*

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, 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 Talent Acquisition & Operations. The form must be completed in its entirety and include a job description. Incomplete forms will not be processed.

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.

<p style="text-align: center;">Speech Pathologists, Social Workers, Family Counselors, Physical/Occupational Therapists & School Psychologists Experience Credit</p>

Instructional employees in this category receive up to 15 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**.



THE PAYROLL DEPARTMENT

BROWARD COUNTY PUBLIC SCHOOLS



www.broward.k12.fl.us/payroll

The District Payroll Department provides support to each location to process payroll transactions for all district employees. You may access the site to obtain all payroll related forms and information such as:

- Year Round Pay Option & Procedures
- Direct Deposit form
- Current School Year Payroll Schedule
- Sick Leave Transfer Request

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

Website: <http://www.broward.k12.fl.us/benefits/leaves>

SICK LEAVE

Each employee in a full-time basis 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 Broward County Public School System.

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

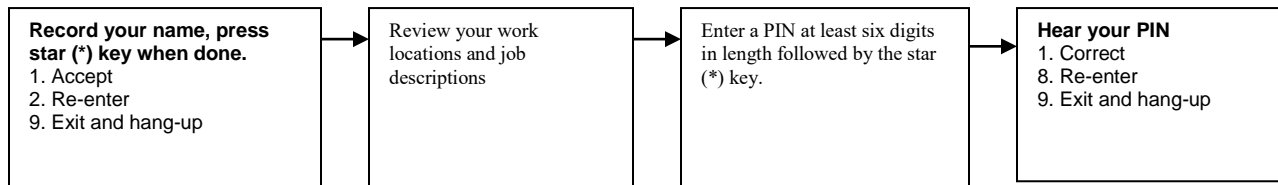
Help Desk Phone Number: 754-321-2340

My Access ID: _____
(Personnel Number without "p" or leading zeros)

My PIN: _____
(New Users see "Employee Registration" instructions)

Employee Registration – New Users Only

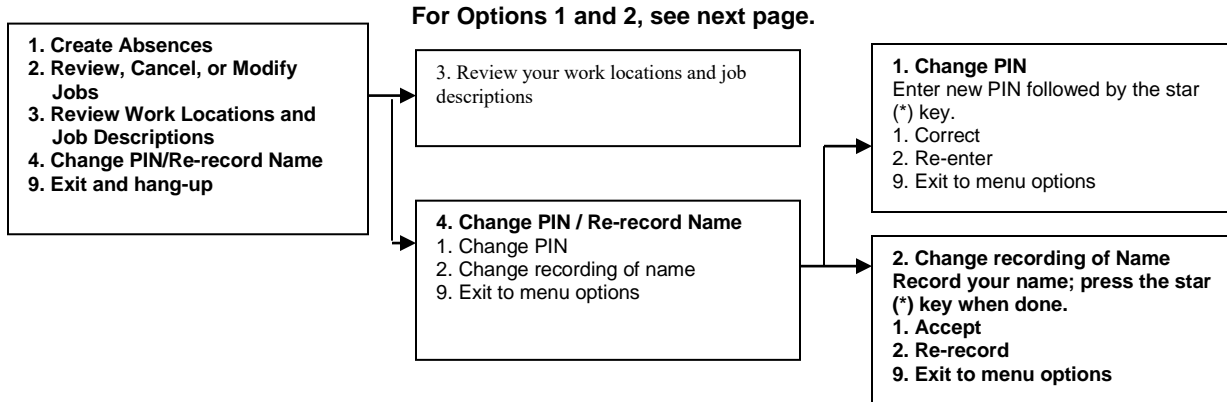
Enter your Access ID, followed by the star (*) key. When prompted for PIN enter Access ID again, followed by the star (*) key. The system will go thru the following steps:



Employee Menu

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

Menu Options

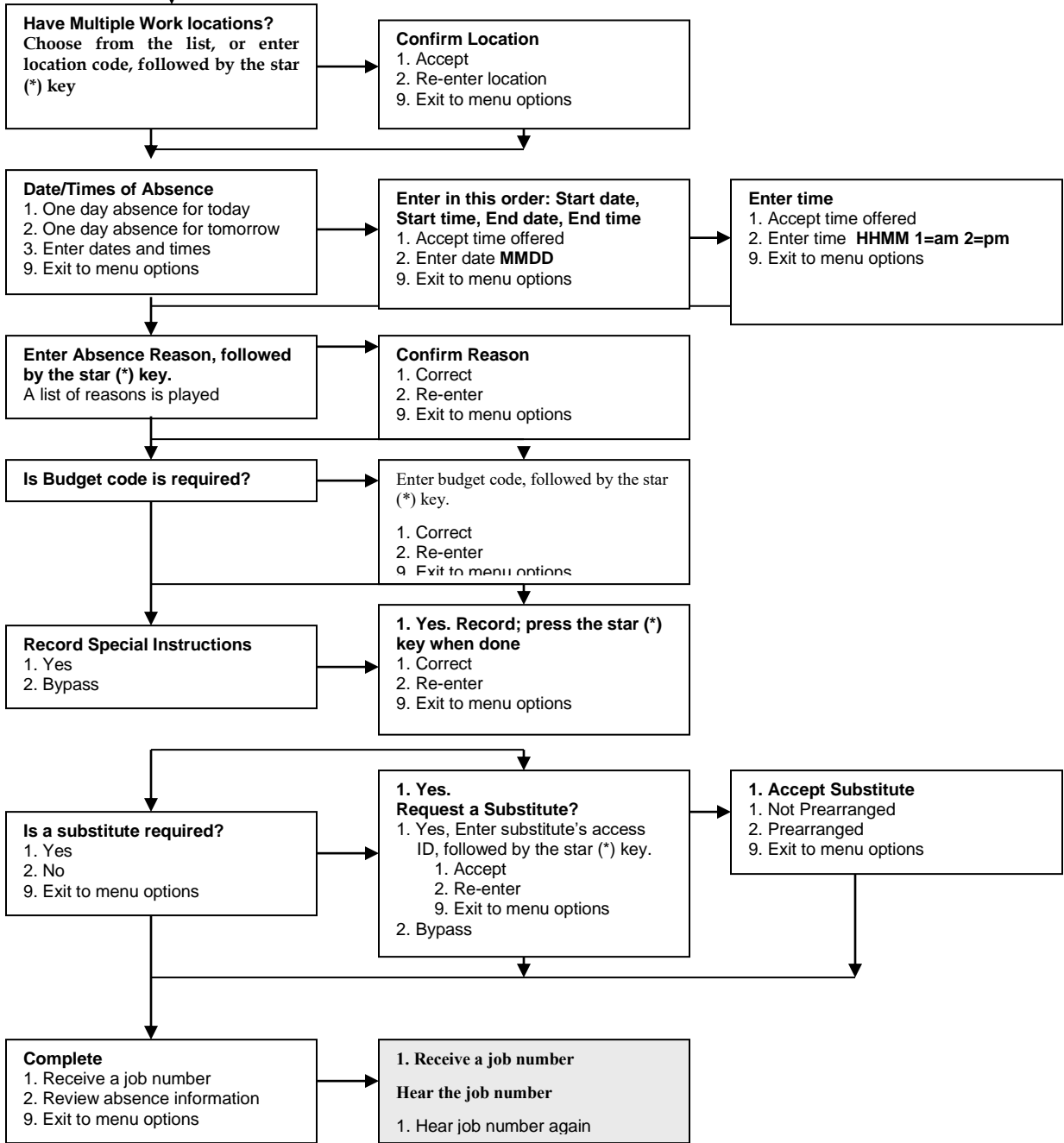


Absence Reasons

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

Employee Menu

1. Create an Absence



2. Review, Cancel or Modify Absences

Hear absences in date order
 1. Repeat absence
 2. Modify Special Instructions
 3. Cancel absence
 8. Hear another absence
 9. Exit to menu options

2. Modify Special Instructions –
 record, followed by the star (*) key.
 1. Delete
 2. Re-enter
 Record, followed by the star (*) key
 9. Exit to menu options

2. Re-record
 1. Correct
 2. Re-enter
 9. Exit

3. Cancel absence
 1. Confirm
 9. Exit without canceling

1. Confirm
 Is a substitute assigned?
 1. Call the substitute
 2. Do not call the substitute
 9. Exit
 Receive Cancellation Confirmation

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.

Office of Academics

Professional Development Certification Program (formerly Alternative Certification)

The **Processing Check List** you reviewed with Certification indicates if you are an alternative certification candidate. The district Professional Development Certification Program is described below. Coursework is 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 Alternative Certification for Educators (ACE) program is competency-based, on-the-job training in professional education competencies (the Florida Educator Accomplished Practices/FEAPs) that prepares high quality teachers for Florida's public school districts. It is authorized by section 1012.56(8), Florida Statutes.

ACE, as an FDOE approved PDCP, incorporates findings from research on effective alternative certification programs, best practices in distance learning, and a standards-driven assessment system. Implementation of ACE provides learning that is engaging, meaningful, and ongoing.

ACE includes a support team to coordinate and support the professional development of teachers:

- *Peer Mentor to offer face-to-face feedback and assistance throughout the learning experience;
- *Assessor to provide guidance and assessment of program tasks and feedback;
- *Building Level Administrator to verify successful demonstration of all education competencies (teacher evaluation);
- *District Coordinator to serve as the liaison between all involved parties (FDOE, district personnel, site-based administration, mentors, assessors and participants) as well as oversee program operations.

To be eligible for ACE, you must be a public or charter school employee full-time teacher of record and passed the FTCE General Knowledge Exam.

For information on applying to ACE, contact Jan DiAlexander via email or at 954-236-1319.

Teacher Induction for Effectiveness and Retention (TIER)

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 is research-based with norms of inquiry and trust supporting new educators in building their craft. For new educators, teachers of record from Pre-K through Adult Education, holding a Professional Certificate, or are seeking the Alternative Certificate, T.I.E.R. Mentors provide support for the first two semesters, or one school-year. The new educator's support is weekly through a school-based T.I.E.R. Mentor along with monthly support meetings facilitated by the T.I.E.R. School Liaison. T.I.E.R Mentors provide support in classroom management, instructional strategies, standards-based lesson content and design as well as formative assessment feedback for instructional effectiveness.

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 <http://www.broward.k12.fl.us/talentdevelopment/html/teachers-coaching.html> 754-321-5013

New Teacher Academy (NTA)

The **New Teacher Academy (NTA)** is a high quality four-day professional learning activity designed for new teachers and teachers new to Broward County Public Schools (BCPS). NTA provides new teachers with effective instructional practices through the Marzano Art of Teaching Framework, exploration of the Florida 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 certification through the ACE program.

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 MyLearningPlan evaluation feedback. 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 the fall and spring semesters. For more information, contact Office of Academics at 754-321-5018.

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).

Probationary Contract *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.

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 consecutive annual performance evaluation ratings of unsatisfactory, two annual performance evaluation ratings of unsatisfactory within a 3-year period, or three consecutive annual performance evaluation ratings of needs improvement or a combination of needs improvement and unsatisfactory under s. 1012.34.

TEACHER TRANSFERS

An instructional employee who is not on a Professional Development Plan (PDP) may 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. Transfers may not occur after the students have reported, unless the Superintendent authorizes 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 may 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.
- Access to Mylearning Plan to prebook, book (register) or cancel professional development course registration.

You may access Employee Self-Service from your internet at home by going to the District's website under Employee/External Self Service. www.browardschools.com/erp.

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 access to your certificate from The Florida Department of Education within six months, provided all required documents (transcripts and appropriate fees, etc.) are on file. FLDOE will email you an access link to obtain your certificate. Review instructions to understand your Status Statement of Eligibility: <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 precedent 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

Temporary Certificate Holders	Professional Certificate Holders
<p>It is the teacher's responsibility to obtain and maintain a Florida Educator's Certificate.</p>	<p>It is the teacher's responsibility to obtain and maintain a Florida Educator's Certificate.</p>
<p>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. (<i>Visit http://www.broward.k12.fl.us/certification/SOEonorafter.pdf for an in depth explanation of the items listed on the SOE</i>).</p>	<p>Must meet the minimum renewal requirements within the validity period of their current certificate. http://www.fldoe.org/edcert/renew.asp#AfterJuly</p>
<p>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 <u>by no later than the end of May 2016 (for reappointment clearance purposes)</u>.</p>	<p>Options for renewal include:</p> <ul style="list-style-type: none"> • A minimum of 120 in-service points for up to four subject areas, to include 20 points in teaching students with disabilities • Six credit hours of appropriate course work to include at least one credit in teaching students with disabilities • Passing score on subject area exam (subject area must be reflected on the certificate). • Valid National Board Certificate (valid during the validity of the certificate to be renewed and in the same subject area held on the state certificate). • College teaching experience at the college level is the same as a course taken at the college level for renewal. Verification of course name, prefix, number, semester hours and dates taught should be submitted on college letterhead by the registrar. Teaching multiple sections of the same course may only be used as one course for renewal. <p>A combination of any of the above may be used to meet requirements for renewal as long as the overall total of 120 in-service points is met and 20 of those points are in teaching students with disabilities. http://www.fldoe.org/edcert/renew.asp#AfterJuly</p>
<p>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.</p>	<p>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.</p>
<p>Per Florida Statute, s.1012.56(s), 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.</p>	<p>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.</p>
<p>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</p>	<p>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.</p>
	<p>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).</p>

AND MORE TIPS ...

- ☑ Always speak with a Human Resource 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.
- ☑ Contact a certification representative for answers to questions 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 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.

LEP Date	Must Complete
First two years	60 in-service points or 3 semester hours
Year 3	120 in-service points or 6 semester hours
Year 4	180 in-service points or 9 semester hours
Year 5	240 in-service points or 12 semester hours
Year 6	300 in-service points or 15 semester hours

GIFTED OUT-OF-FIELD

The teacher must complete 120 in-service points or six semester hours of college coursework toward obtaining the Gifted Endorsement prior to the end of April in the school year in which they were placed out-of-field and must complete the same each year thereafter until training is complete and the Gifted Endorsement has been added to the certificate.

READING OUT-OF-FIELD

The teacher must complete 120 in-service points or six semester hours of college coursework toward obtaining the Reading Endorsement prior to the end of April in the school year in which they were placed out-of-field and must complete the same each year thereafter until training is complete and the Reading Endorsement has been added to the certificate.

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

<http://www.broward.k12.fl.us/talentdevelopment/html/pdcalendars.html>

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	Elementary and Secondary Language Arts/English, Developmental Language Arts, Intensive Reading, and Reading Teachers (includes ESE teachers)
Category II	Teachers of Basic Subjects Taught in English to ELLs Using ESOL Strategies (Mathematics, Science, Social Studies, and Computer Literacy)
Category III	Teachers of Other Subjects/Areas Not Included in Categories I and II
Category IV	Guidance Counselors and School-based Administrators

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

Category I teachers are placed out-of-field in ESOL until they have completed their ESOL training requirements and have added the area to their certificate.

State ESOL Endorsement – Requirements

Option 1 <i>University Courses</i>	15 semester hours college credit. These may be combined with the specific District ESOL inservice courses or Beacon Educator (Option 2 & 3). Five courses are: Methods of Teaching ESOL, ESOL Curriculum and Materials Development, Cross Cultural Communication and Understanding, Testing and Evaluation of ESOL and Applied Linguistics.
Option 2 <i>Broward Virtual University</i>	300 inservice points through the five specific District ESOL inservice courses (see above). These may be combined with University courses or Beacon Educator (Option 1 & 3).
Option 3 <i>Beacon Educator</i>	300 inservice points through the five specific ESOL inservice courses. These may be combined with University courses or BVU (Option 1 & 2).
Option 4 <i>ESOL Subject Area Coverage K-12</i>	Bachelor’s or Master’s Degree in TESOL Passing score on the ESOL Subject Area Exam
Option 5 <i>Passing score on the ESOL Subject Area Exam</i>	Must obtain 120 inservice points or 6 semester hours of equivalent courses within three (3) years from the date of receipt of the ESOL certificate.

**TIMELINE FOR COMPLETING REQUIREMENTS
FOR THE STATE ESOL ENDORSEMENT**

Begins the day and month of the ESOL student's initial assignment and must be completed as follows:

First two calendar years	>	3 semester hours or 60 in-service points
Year 3	>	3 semester hours or 60 in-service points
Year 4	>	3 semester hours or 60 in-service points
Year 5	>	3 semester hours or 60 in-service points
Year 6	>	3 semester hours or 60 in-service points

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>, 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:

- 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:

- 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>

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.

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. GK results must have been earned with the past 10 years to be used to meet FLDOE requirements.

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/>.

NO CHILD LEFT BEHIND

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> 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> 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>.

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.

OPPORTUNITY FOR TEACHERS TO REQUEST REIMBURSEMENT FOR EXAM FEES FOR PASSING SUBJECT AREA EXAM USED TO MEET NCLB REQUIREMENTS

<http://www.broward.k12.fl.us/certification/NoChildLB.html>

**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

<u>New Teachers</u> (less than one year of full-time teaching experience)	<u>Experienced Teachers</u> (at least one year of full-time teaching experience)
Requirement 1	
A bachelor's or higher degree from an accredited institution	A bachelor's or higher degree from an accredited institution
Requirement 2	
A valid Florida three-year Temporary certificate in Elementary Education K-6, Elementary Education 1-6, or PreK/Primary (appropriate for grades K-3)	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)
Requirement 3	
<p>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)</p> <p>Or</p> <p>Option 2: A valid Florida Professional certificate in Elementary Education</p> <p>Or</p> <p>Option 3: A valid American Board for Certification of Teacher Excellence (ABCTE) <i>Passport to Teaching</i> certificate in Elementary Education</p>	<p>Option 1: 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</p> <p>Or</p> <p>Option2: A valid American Board for Certification of Teacher Excellence (ABCTE) <i>Passport to Teaching</i> certificate in Elementary Education</p> <p>Or</p> <p>Option 3: 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)</p> <p>Or</p> <p>Option 4: 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 http://www.broward.k12.fl.us/certification/Verif_HQ_SAE.pdf)</p> <p>Or</p> <p>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/VerifHQ_oosthousse.pdf)</p>

**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.*

<u>New Teachers</u> (less than one year of full-time teaching experience)	<u>Experienced Teachers</u> (at least one year of full-time teaching experience)
Requirement 1	
A bachelor's or higher degree from an accredited institution	A bachelor's or higher degree from an accredited institution
Requirement 2	
A valid Florida three-year Temporary or five-year Professional certificate appropriate for the subject(s) and grade level(s) assigned	A valid Florida three-year Temporary or five-year Professional certificate appropriate for the subject(s) and grade level(s) assigned
Requirement 3	
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)	<p>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)</p> <p>Or</p> <p>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/VerifHQ_oosthousse.pdf; cannot be accepted for the subject of Reading)</p> <p>*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</p>

**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

<u>New Teachers</u> (less than one year of full-time teaching experience)	<u>Experienced Teachers</u> (at least one year of full-time teaching experience)
Requirement 1	
A bachelor's or higher degree from an accredited institution	A bachelor's or higher degree from an accredited institution
Requirement 2	
A valid Florida three-year Temporary or five-year Professional certificate	A valid Florida three-year Temporary or five-year Professional certificate
Requirement 3	
<p><u>For Grades K-6</u> Option 1: 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</p> <p>Or</p> <p>Option 2: A valid Florida Professional certificate appropriate for the subject(s) and grade level(s) assigned</p> <p><u>For Grades 7-12</u> A valid Florida Temporary certificate or Professional certificate appropriate for the subject(s) and grade level(s) assigned</p>	<p><u>For Grades K-6</u> Option 1: 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</p> <p>Or</p> <p>Option 2: A valid Florida Temporary or Professional certificate appropriate for the subject(s) and grade level(s) assigned and a National Board for Professional Teaching Standards certificate appropriate to the subject(s) and grade level(s) assigned</p> <p>Or</p> <p>Option 3: 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 http://www.broward.k12.fl.us/certification/Verif_HQ_SAE.pdf</p> <p>Or</p> <p>Option 4: 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/VerifHQ_oosthousse.pdf</p> <p><u>For Grades 7-12</u> A valid Florida Temporary certificate or Professional certificate appropriate for the subject(s) and grade level(s) assigned</p>

**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.*

<u>New ESE Teachers</u> (less than one year of full-time teaching experience)	<u>Experienced ESE Teachers</u> (at least one year of full-time teaching experience)
Requirement 1	
A bachelor's or higher degree from an accredited institution	A bachelor's or higher degree from an accredited institution
Requirement 2	
A valid Florida three-year Temporary certificate in an ESE area appropriate to students assigned	A valid Florida three-year Temporary or five-year Professional certificate in an ESE area appropriate to students assigned
Requirement 3	
<p>Option 1: 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</p> <p>Or</p> <p>Option 2: A valid American Board for Certification of Teacher Excellence (ABCTE) <i>Passport to Teaching</i> certificate in Elementary Education</p> <p>Or</p> <p>Option 3: A valid Florida Professional certificate in Elementary Education K-6 or PreK/Primary (appropriate for grades K-3)</p>	<p>Option 1: 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</p> <p>Or</p> <p>Option2: A valid American Board for Certification of Teacher Excellence (ABCTE) <i>Passport to Teaching</i> certificate in Elementary Education</p> <p>Or</p> <p>Option 3: 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)</p> <p>Or</p> <p>Option 4: 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 http://www.broward.k12.fl.us/certification/Verif_HQ_SAE.pdf</p> <p>Or</p> <p>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/VerifHQ_oosthousse.pdf</p>

**No Child Left Behind
Highly Qualified Teacher Requirements
ESE Teachers, Teaching Core Content in Grades 7-12**

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.*

<u>New ESE Teachers</u> (less than one year of full-time teaching experience)	<u>Experienced ESE Teachers</u> (at least one year of full-time teaching experience)
Requirement 1	
A bachelor's or higher degree from an accredited institution	A bachelor's or higher degree from an accredited institution
Requirement 2	
A valid Florida three-year Temporary or five-year Professional certificate in an ESE area appropriate to students assigned	A valid Florida three-year Temporary or five-year Professional certificate in an ESE area appropriate to students assigned
Requirement 3	
<p>Option 1: A passing score on the Florida Elementary Education K-6 or Elementary Education 1-6 subject area exam</p> <p style="text-align: center;">Or</p> <p>Option 2: A valid Florida Professional certificate in Elementary Education - requires a Florida subject area exam or reciprocity from another state</p> <p style="text-align: center;">Or</p> <p>Option 3: A valid American Board for Certification of Teacher Excellence (ABCTE) <i>Passport to Teaching</i> certificate in Elementary Education</p> <p style="text-align: center;">Or</p> <p>Option 4: 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)</p>	<p>Option 1: A passing score on the Florida Elementary Education K-6 or Elementary Education 1-6 subject area exam</p> <p style="text-align: center;">Or</p> <p>Option 2: 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)</p> <p style="text-align: center;">Or</p> <p>Option 3: 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/VerifHQ_oosthousse.pdf; cannot be accepted for the subject of Reading)</p>

District & Academic Resources

Microsoft Outlook Office 365

Once your employment is completed in the employment system you will obtain access to the Microsoft Outlook Office 365 through a district secured personnel number.

User Name: P number

Password for all Employees: broward

Install Office 2016 on your PC

Word Excel PowerPoint Outlook OneNote Skype for Business

Make Bing your search engine
 Make MSN your browser homepage
Applies to Internet Explorer, Firefox, Chrome, and Safari

[Install now](#)

Other installs
Troubleshoot installation

Got a Mac? Sign in to Office 365 on your Mac to install.

How do I get Office 2013?
Smartphone or tablet? Get Office on your devices
Learn how to set up email and Office 365 apps on your device

Collaborate with Office Online

Mail Calendar People Yammer Newsfeed OneDrive SharePoint

Tasks Delve Video Word Online Excel Online PowerPoint Online OneNote Online

Sway

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.

The Office of Academics is committed to educating all students/staff to reach their highest potential. In order to ensure that our students/staff reach their highest potential the Office of Academics works in collaboration with the Offices of Talent Development and School Performance & Accountability with a deliberate focus on creating the following for schools:

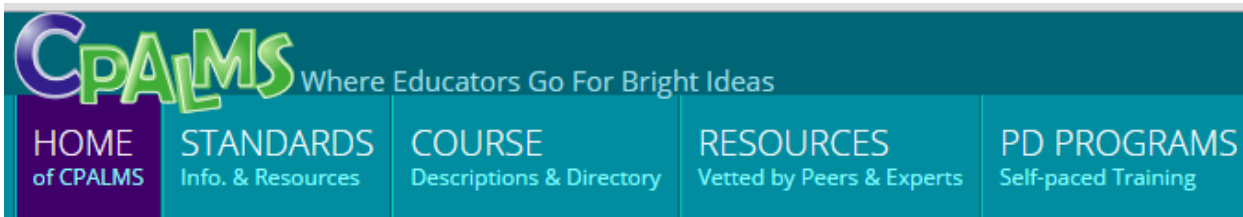
A Focused & Authentic Professional Learning Communities (PLC) Process

An Embedded High Quality Response to Interventions (RtI) Process

Optimal Internal/External Relationships

Scaling Up BEST Practices

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



Educator Toolkits

A toolkit of information, resources, and tools organized by grade level.



Welcome to Achieve the Core

Free, ready-to-use classroom resources designed to help educators understand and implement the Common Core and other college and career ready standards

<http://achievethecore.org/>

Innovative Learning & Arts Resources

<http://innovativelearning.browardschools.com/>

The 360° Teaching with Technology Model

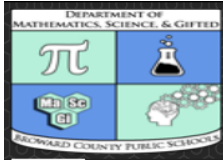
Teachers and students at Broward County Public Schools engage in a kaleidoscope of activities and experiences throughout the day. Technology will increasingly become a useful means of expanding options and accelerating learning at BCPS. How teachers and students take advantage of the opportunities and changes brought on by ubiquitous technology and information is an individual journey. By asking a series of “how might I?” questions around key topics, we will learn, orchestrate and inspire from a collective vision that reaches all students.



<http://beep.browardschools.com/ssoPortal/login.jsp>

Math, Science, Gifted Resources

<http://stembrowardschools.com/>



MATHEMATICS, SCIENCE, & GIFTED

<http://www.hmhco.com/classroom/shop-by-subject/math>

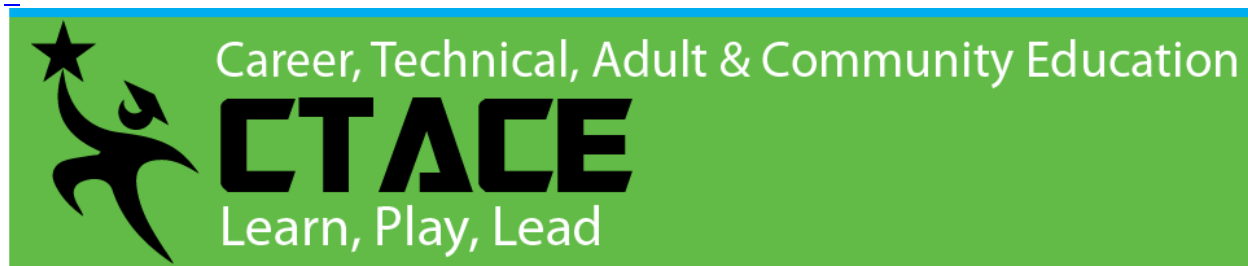


English/Language Arts Resources

- | | |
|---|---|
| <ul style="list-style-type: none">• fsaassessments.org• newsela.com• readwritethink.org• corestandards.org• archives.gov• loc.gov | <ul style="list-style-type: none">• achievethecore.org• engageny.org• pbs.org• edsitement.neh.gov• vocabulary.com• teachingbooks.net |
|---|---|

Career, Technical, Adult & Community Education

[u](#)



Head Start Early Intervention

The Head Start/Early Intervention Department administers the District's Head Start (HS) Program, a federally funded program that offers free comprehensive services to economically disadvantage children and families. The direct connection between the HS Program and the District streamlines the coordination of services and referrals required to meet the needs of HS families enrolled in the program. Services such as speech/language evaluations, psychological referrals, and counseling are coordinated among programs to ensure families receive referrals and services in a timely manner.

Office of Instruction and Interventions Literacy

BCPS Literacy Field Guide for Educators, a reference tool that supports our district's philosophy around standards-based balanced literacy approach. The guide is ONLY digital and can be accessed anywhere, anytime:

<http://www.bcps-literacyguide.com/>



BCPS Literacy Field Guide for Educators

A Field Guide for Planning and Delivering High Quality Instruction

The major websites that I would add for elementary math would be the following:

<https://www.illustrativemathematics.org/>

<https://learnzillion.com/>

<https://www.engageny.org/>

<http://elementarymathematics.pds-hrd.wikispaces.net/>

Exceptional Student Education & Support Services Resources

<http://www.broward.k12.fl.us/studentsupport/ese/index.htm>

Accommodations

FL Department of Education Guidebooks

<http://www.fldoe.org/ese/pdf/accomm-educator.pdf>

Selecting Accommodations: Guidance for Individual Educational Plan Teams (2013)

<http://www.fldoe.org/ese/pdf/SelectingAccommodations.pdf>

Accommodations for Florida's Statewide Student Assessments (2015)

<http://www.fldoe.org/core/fileparse.php/7690/urlt/statewideassessmentaccommodations.pdf>

To access these Guidebooks and other resources related to accommodations, visit:

<http://padlet.com/bkrakower/accommodations>

Assistive Technology

Florida Department of Education, Technical Assistance Paper: Assistive Technology for Students with Disabilities

<http://info.fl DOE.org/docushare/dsweb/Get/Document-6801/dps-2013-65.pdf>

Classroom Strategies and Behavior

Florida's Positive Behavior Support Project: A Multi-Tiered Support System - provides a variety of tools to enhance the skills of teachers, related services personnel, administrators, family members, and agency personnel in addressing severe behavioral challenges of students with disabilities.

<http://flpbs.fmhi.usf.edu/>

PBIS Positive Behavioral Interventions & Supports. OSEP Technical Assistance Center. Emphasis on impacting student's social, emotional and academic outcomes.

<http://www.pbis.org/>

Safe and Civil Schools - provides high-quality programs and staff development services to help K-12 educators create proactive and positive behavior management.

www.safeandcivilschools.com

25 Classroom Management Tips For Teachers, Guide from Marygrove College Master in the Art of Teaching Online Degree Program.

<http://page.info.marygrove.edu/25-classroom-management-tips-for-teachers>

Marzano Art and Science of Teaching Evaluation Model, BCPS Office of Talent Development,

<http://www.broward.k12.fl.us/talentdevelopment/html/mapd1teach.html>

Collaborative Teaching

Maryland Learning Links – Co-Teaching

<http://marylandlearninglinks.org/952>

Inclusive Classrooms Project

<http://www.inclusiveclassrooms.org/inquiries/6-co-teaching-structures>

Collaborative Teaching in Middle Schools blog

<http://www.middleweb.com/category/two-teachers-in-the-room/>

Co-Teaching Connection - Dr. Marilyn Friend's website includes lesson plans.

<http://www.marilynfriend.com/>

The Collaborative Teaching Survival Guide. Essentials for Working Together in Inclusive Classrooms (2012). Florida Department of Education Bureau of Exceptional Education and Student Services. Florida Inclusion Network www.floridainclusionnetwork.com

Differentiating Instruction

Differentiation Central – University of Virginia <http://www.diffcentral.com>

Education.com http://www.education.com/reference/article/Ref_Teacher_s_Guide/

TeAchnology- The Online Teacher Resource <http://www.technology.com/tutorials/teaching/differentiate/>

Florida Department of Education Data & Program Evaluation

Historical data for Florida school districts <http://www.fldoe.org/academics/exceptional-student-edu/data/index.stm>

Florida Department of Education Bureau of Exceptional Education and Students Services

This site provides an alphabetized list of all publications and resources
<http://www.fldoe.org/academics/exceptional-student-edu/beess-resources/presentations-pubs/>

Florida Department of Education Exceptional Student Education

Overview to the state's mission and resource related to exceptional student education.
<http://www.fldoe.org/academics/exceptional-student-edu/>

Florida Department of Education Exceptional Student Education (FDLRS)

State discretionary project that provides resources regarding professional development related to curriculum and instructional practices to school districts, teachers, and families. <http://www.fdlrs.org>

Florida Standards

CPALMS - an online toolbox of information, vetted resources, and interactive tools that help educators effectively implement teaching standards. It is the State of Florida's official source for standards information and course descriptions. <http://www.cpalms.org/Public/>

Grading

Florida Department of Education: Technical Assistance Paper-Grading Policies for Students with Disabilities
<http://www.fldoe.org/core/fileparse.php/7571/urlt/0086206-y2006-11.pdf>

Individual Education Plan Process

Florida Department of Education of Education Bureau of Exceptional Education and Student Services
Developing Quality Individual Education Plans, 2012
www.fldoe.org/core/fileparse.php/7690/urlt/0070122-qualityieps.pdf

Matrix of Services Handbook, 2015. Exceptional Student Education/Florida Education Finance Program (ESE/FEFP)

Inclusion

Florida Department of Education: Inclusion
http://www.leg.state.fl.us/statutes/index.cfm?App_mode=Display_Statute&URL=1000-1099/1003/Sections/1003.57.html

Florida Department of Education: Technical Assistance Paper - Least Restrictive Environment Considerations Related to Individual Education Plans
<http://info.fldoe.org/docshare/dsweb/Get/Document-7540/dps-2016-13.pdf>

Florida Inclusion Network (FIN) - state discretionary project that provides resources on inclusive practices to school districts, teachers and families.
Best Practices for Inclusive Education (BPIE)

<http://www.floridainclusionnetwork.com>

Frequently Asked Questions About Inclusive Education, Stetson & Associates, 2011
<http://inclusiveschools.org/media/files/None/Inclusion-FAQ.PDF>

U.S. Department of Education: Individuals with Disabilities Education Act (IDEA)-2004
www.idea.ed.gov

Logging Services on EasyIEP

<http://app.brainshark.com/browardschools/vu?pi=zJczsqlyRz7tVmz0&intk=591167483>

The Multiagency Network for Students with Emotional/Behavioral Disabilities (SEDNET)

Assists in the provision of a quality system of care for students with or at-risk of emotional and/or behavioral challenges. <http://www.sednetfl.info>

Progress Monitoring

National Center on Intensive Intervention - variety of academic and behavioral progress monitoring tools.
www.intensiveintervention.org/chart/progress-monitoring

National Center on Student Progress Monitoring <http://www.progressmonitoring.org/>

Research Institute on Progress Monitoring <http://www.progressmonitoring.org/>

Student Support Services Project - resource for Florida districts to facilitate the identification and selection of instruments for conducting diagnostic assessments, comprehensive evaluations, and for screening and progress monitoring students in a multi-tiered system of support.
http://sss.usf.edu/resources/topic/ese/ESE_Eval/Eval_instruments.html

Response to Intervention Multi-Tiered System of Support/Specially Designed Instruction

Broward Diversity, Prevention & Intervention Department – Resources for RtI/MTSS, progress monitoring tools, strategy/intervention guide, national & state resources. <http://www.browardprevention.org/response-to-intervention/>

Florida Problem Solving & Response to Intervention - variety of tools and resources to assist educators in the implementation of Florida's RtI Plan.
<http://www.floridarti.usf.edu/index.html>

What is Special About Special Education? Specially Designed Instruction for Students With Disabilities Within a Multi-tiered System of Support (Brief and Technical Assistance Paper, FL DOE 2014)
http://sss.usf.edu/resources/format/pdf/specially_designed_instruction.pdf
<http://info.fldoe.org/docshare/dsweb/Get/Document-7122/dps-2014-94.pdf>

Scheduling

A Blueprint for Success in the General Education Classroom: Scheduling and Service Delivery for Students with Disabilities. (2015)
www.floridainclusionnetwork.com

2015-16 Florida Course Code Directory and Instruction Personnel Assignments Narrative

<http://www.fldoe.org/core/fileparse.php/7746/urlt/CCDNarrative1516.pdf>

Transition

Project 10 Transition Education Network – Florida’s project which acts as a conduit between the Florida Department of Education, specifically the Bureau of Exceptional Education and Student Services (BEESS), and relevant school district personnel in addressing with a focus on academic success and post-school outcomes.

<http://project10.info>

Universal Design for Learning

CAST: National Center on Universal Design for Learning

<http://cast.org/udl/index.html>

UDL Q & A for Educators

www.udlcenter.org/sites/udlcenter.org/files/UDL_Educatorsfactsheets.pdf

Center for Universal Design – NC State College/College of Design

http://www.ncsu.edu/ncsu/design/cud/about_ud/udhistory.htm

Post-Secondary Education and Universal Design for Learning

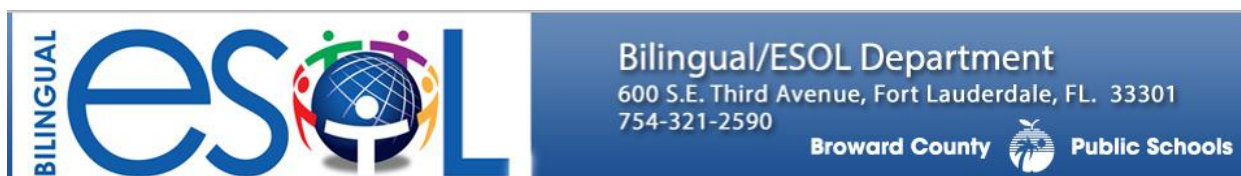
<http://www.flconsortiumudl.net>

UDL New Guidelines http://login.myquickreg.com/site_uploads/events/9135/New%20Guidelines.pdf

Universal Design Learnsite

<http://www.k-state.edu/udlearnsite/Lesson1.htm>

Bilingual/ESOL Department



<http://esol.browardschools.com/>

Office of School Performance & Accountability

<http://www.broward.k12.fl.us/ospa/index.asp>

An Instructional Cadre is a group of schools organized into professional learning communities to facilitate school improvement and curricular innovation. Each cadre is composed of level-specific ES-Elementary, MS-Middle, HS-High, or CS-Center Schools that represent the diversity found around Broward County. This diversity is leveraged to strengthen the learning for all educators to share best practices and enhance adult and student learning.

Cadre ES 1

Director: Saemone Hollingsworth

[Challenger ES \(3771\)](#)

[Country Hills ES \(3111\)](#)

[Davie ES \(2801\)](#)

[Driftwood ES \(0721\)](#)

[Eagle Ridge ES \(3441\)](#)

[Hallandale ES \(0131\)](#)

[Heron Heights ES \(3961\)](#)

[Maplewood ES \(2741\)](#)

[Park Trails ES \(3781\)](#)

[Ramblewood ES \(2721\)](#)

[Riverglades ES \(2891\)](#)

[Riverside ES \(3031\)](#)

[Sheridan Hills ES \(1811\)](#)

[Sheridan Park ES \(1321\)](#)

[Stirling ES \(0691\)](#)

[Tamarac ES \(2621\)](#)

Cadre ES 2

Director: Estella Eckhardt

[Banyan ES \(2001\)](#)

[Central Park ES \(2641\)](#)

[Discovery ES \(3962\)](#)

[Horizon ES \(2531\)](#)

[Meadowbrook ES \(0761\)](#)

[Mirror Lake ES \(1841\)](#)

[Nob Hill ES \(2671\)](#)

[Peters ES \(0931\)](#)

[Plantation ES \(0941\)](#)

[Plantation Park ES \(1251\)](#)

[Sandpiper ES \(3061\)](#)

[Sawgrass ES \(3401\)](#)

[Tropical ES \(0731\)](#)

[Welleby ES \(2881\)](#)

Cadre ES 3

Director: Mark Narkier

Cresthaven ES (0901)	Cypress ES (1781)	Deerfield Beach ES (0011)
Endeavour Primary (3301)	Flamingo ES (2541)	Fox Trail ES (3531)
McNab ES (0841)	Norcrest ES (0561)	Palmview ES (1131)
Park Ridge ES (1951)	Sanders Park ES (0891)	Silver Ridge ES (3081)
Sunland Park ES (0611)	Walker ES (0321)	

Cadre ES 4

Director: Linda Pazos

Atlantic West ES (2511)	Coconut Creek ES (1421)	Collins ES (0331)
Dania ES (0101)	Hollywood Central ES (0121)	Hollywood Hills ES (0111)
Liberty ES (3821)	Margate ES (1161)	Morrow ES (2691)
Oakridge ES (0461)	Parkside ES (3631)	Quiet Waters ES (3121)
Tradewinds ES (3481)	Westchester ES (2681)	Winston Park ES (3091)

Cadre ES 5

Director: Dr. Mark Strauss

Cooper City ES (1211)	Croissant Park ES (0221)	Embassy Creek Elementary School (3191)
Floranada ES (0851)	Foster, Stephen ES (0921)	Griffin ES (2851)
Lakeside ES (3591)	Lloyd Estates ES (1091)	North Andrews Garden ES (0521)
North Fork ES (1191)	Palm Cove ES (3311)	Pasadena Lakes ES (2071)
Pembroke Lakes ES (2661)	Riverland ES (0151)	Silver Palms ES (3491)

Cadre ES 6

Director: Irene Cejka

Broadview ES (0811)

Castle Hill ES (1461)

Coconut Palm ES (3741)

Coral Cove ES (2011)

Dolphin Bay ES (3751)

Fairway ES (1641)

Larkdale ES (0621)

Lauderhill P.T. ES (1381)

Miramar ES (0531)

Sea Castle ES (2871)

Silver Lakes ES (3371)

Silver Shores ES (3581)

Sunset Lakes ES (3661)

Sunshine ES (1171)

Cadre ES 7

Director: Angela Fulton

Broward Estates ES
(0501)

Dillard ES (0271)

Dr. Martin Luther King Montessori Academy
(1611)

Oakland Park ES (0031)

Oriole ES (1831)

Park Lakes ES (3761)

Rock Island ES (3701)

Royal Palm ES (1851)

Thurgood Marshall ES (3291)

Village ES (1621)

Westwood Heights ES
(0631)

Cadre ES 8

Director: Jacquelyn Haywood

Bethune ES (0341)

Colbert ES (0231)

Deerfield Park ES (0391)

Drew, Charles ES (3221)

Lake Forest ES (0831)

Markham ES (1671)

Perry, H.D. MS (1011)

Pines Lakes ES (2861)

Pinewood ES (2811)

Pompano Beach ES (0751)

Tedder ES (0571)

Watkins ES (0511)

Young, Walter C. MS (3001)

Cadre ES 9

Director: Sandra Shipman

Boulevard Heights ES (0971)	Coral Park ES (3041)	Country Isles ES (2981)
Eagle Point ES (3461)	Everglades ES (2942)	Forest Hills ES (2631)
Gator Run ES (3642)	Hollywood Park ES (1761)	Hunt, James ES (1971)
Indian Trace ES (3181)	Manatee Bay ES (3841)	Orange Brook ES (0711)
Park Springs ES (3171)	Pembroke Pines ES (1221)	West Hollywood ES (0161)

Cadre ES 10

Director: David Hall

Bayview ES (0641)	Beachside Montessori Village (2041)	Bennett ES (0201)
Chapel Trail ES (2961)	Coral Springs K-8 (2551)	Gulfstream Academy of Hallandale Beach K-8 (3931)
Harbordale ES (0491)	Hawkes Bluff ES (3131)	Lauderhill 6-12 (1391)
North Lauderdale K-8 (2231)	North Side ES (0041)	Nova Blanche ES (1282)
Nova Eisenhower ES (1271)	Panther Run ES (3571)	Perry, A.C. K-8 (1631)
Virginia Shuman Young (3321)	Wilton Manors ES (0191)	

Cadre MS 1

Director: Christine Semisch

Apollo MS (1791)	Attucks MS (0343)	Bair MS (2611)
Coral Springs MS (2561)	Driftwood MS (0861)	Forest Glen MS (3051)
Lyons Creek MS (3101)	Margate MS (0581)	McNicol MS (0481)
Millennium MS (4772)	Nova MS (1311)	Olsen MS (0471)
Plantation MS (0551)	Ramblewood MS (2711)	Sawgrass Springs MS (3431)
Seminole MS (1891)	Silver Lakes MS (2971)	Westglades MS (3871)
Westpine MS (2052)		

Cadre MS 2

Director: Dr. Jermaine Fleming

Crystal Lake MS (1871)	Dandy, William MS (1071)	Deerfield Beach MS (0911)
Falcon Cove MS (3622)	Glades MS (2021)	Indian Ridge MS (3471)
Lauderdale Lakes MS (1701)	New Renaissance MS (3911)	New River MS (0881)
Parkway MS (0701)	Pines MS (1881)	Pioneer MS (2571)
Pompano Beach MS (0021)	Rickards MS (2121)	Silver Trail MS (3331)
Sunrise MS (0251)	Tequesta Trace MS (3151)	Young, Walter C. MS (3001)

Cadre HS 1

Director: Michael Ramirez

Coconut Creek HS (1681)	Coral Glades HS (3861)	Coral Springs HS (1151)
Hallandale HS (0403)	Hollywood Hills HS (1661)	McArthur HS (0241)
Monarch HS (3541)	Nova HS (1281)	Piper HS (1901)
Plantation HS (1451)	South Broward HS (0171)	South Plantation HS (2351)
Stoneman Douglas, M. HS (3011)	Taravella, J.P. HS (2751)	

Cadre HS 2

Director: Alan Strauss

Anderson, Boyd HS (1741)	Blanche Ely HS (0361)	Cooper City HS (1931)
Cypress Bay HS (3623)	Deerfield Beach HS (1711)	Dillard HS (0371)
Everglades HS (3731)	Flanagan, Charles HS (3391)	Fort Lauderdale HS (0951)
Miramar HS (1751)	Northeast HS (1241)	Pompano Beach HS (0185)
Stranahan HS (0211)	West Broward HS (3971)	Western HS (2831)

Cadre CS 1

Director: Carletha Shaw

Atlantic Technical College and High School (2221)	Bright Horizons k-12 (0871)	Broward Virtual (3921)
College Academy (3851)	Community Center North (3941)	Community Schools South (3951)
Cross Creek k-12 (3222)	Cypress Run 7-12 (2123)	Dave Thomas (3651)
H.D. Perry Educational Center 7-12 (0592)	Lanier-James Ed Center (0405)	McFatter Technical College and High School (1291)
Off Campus Learning Center (6501)	Pine Ridge Ed Center k-12 (0653)	Seagull 7-12 (0601)
Sheridan Technical College and High School (1051)	The Quest (1021)	Whiddon-Rogers 7-12 (0452)
Whispering Pines 1-12 (1752)	Wingate Oaks k-12 (0991)	



Broward County Public Schools

600 SE Third Ave | Ft. Lauderdale, FL 33301 | ☎ 754-321-0000 | 🌐 browardschools

The School Board of Broward County, Florida

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Robin Bartleman

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Donna P. Korn

Laurie Rich Levinson

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Robert W. Runcie
Superintendent of Schools

“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.