



Established 1915  
**BROWARD**  
County Public Schools

# NEW INSTRUCTIONAL EMPLOYEE HANDBOOK



# WE NEED YOU!

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

Susan T. Rockelman  
Director, Talent Acquisition & Operations

[www.browardschools.com/teacher](http://www.browardschools.com/teacher)

# TABLE OF CONTENTS



<b>2</b>	Talent Acquisition & Operations Contacts
<b>3</b>	School Calendar
<b>4</b>	New Educator FAQ & Reminders Checklist
<b>5</b>	District Emergency Codes
<b>6</b>	New Teacher Academy/New Teacher Orientation
<b>7</b>	Salary Payment and Payroll Schedule
<b>8</b>	Salary Schedule
<b>12</b>	Additional Payments
<b>14</b>	Credit for Work Experience
<b>16</b>	Sick Leave/SmartFindExpress: How to Report Absences
<b>17</b>	Teacher Induction For Effectiveness and Retention (TIER)
<b>18</b>	Teacher Contract/
<b>19</b>	Instructional Transfer/Employee Self Service (ESS)  Transfer of In-service Points
<b>20</b>	Employee Evaluations
<b>23</b>	Certification Overview/Types of Certificates
<b>26</b>	Alternative Certification Programs
<b>27</b>	Assigned Out-of-Field
<b>31</b>	Child Abuse and Neglect Training
<b>32</b>	Time line for ESOL Requirements
<b>34</b>	Broward Single Sign-On
<b>35</b>	Office of School Performance and Accountability
<b>36</b>	Resources: Office of Academics
<b>37</b>	State Competency Demonstration Checklist
<b>38</b>	New Educator Professional Improvement Supplement

# WELCOME TO BROWARD COUNTY PUBLIC SCHOOLS

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

## CONTACTS TALENT ACQUISITION & OPERATIONS (INSTRUCTIONAL)

600 SE 3rd Avenue, Fort Lauderdale, Florida 33301 Phone: 754-321-2320

Susan Rockelman, Director		
Susan Benak	susan.benak@browardschools.com	Manager, Certification
Freda Broderick	freda.broderick@browardschools.com	HR Administrator: Elementary Schools
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David Shacter	subcentral@browardschools.com	HR Administrator Substitute Teachers
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Applicant Inquiries		teach@browardschools.com
Substitute Teacher Inquiries		subcentral@browardschools.com
Certification Inquiries		certificationrequests@browardschools.com
Hiring Inquiries		preclearance@browardschools.com
Athletic Coaches		athleticcoach@browardschools.com

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

### Other District Departments

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



For an accessible version of this calendar, visit [browardschools.com/accessiblecalendar](http://browardschools.com/accessiblecalendar).

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

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

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

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

DECEMBER				
M	T	W	T	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

JANUARY				
M	T	W	T	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

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

MARCH				
M	T	W	T	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

APRIL				
M	T	W	T	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	

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

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

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

Hurricane makeup days in order of preference: 10/17/19, 12/20/19, 2/20/19, 3/19/20, 4/9/20, 6/2/20

Instructional Paid Holidays: 9/2/19, 11/4/19, 11/28/19, 1/1/20, 2/17/20, 5/25/20



# NEW EDUCATOR FAQ'S

Questions	Answers	Status
When will I receive my Personnel Number?	Your personnel number will be emailed to you from "workflow administrator". Previous/Active Broward County Public Schools(BCPS) employees will retain their existing personnel number.	
When can I report to work?	You must have security clearance and approval from Talent Acquisition in order to report to work. Your office manager will notify you when are approved to report to work.	
How do I register to attend New Teacher Academy(NTA) (4 days)?	It is mandatory that all teachers new to Broward County Public Schools attend NTA. You will receive an email notification from Teacher Professional Growth & Development with your assigned date to attend.	
When will New Teacher Orientation (1 day) occur?	Information will be provided by your location. The event is co-sponsored by Broward County Public Schools, Broward Teachers Union (BTU) and district departments critical to your growth as an instructional professional.	
When should I register in SmartFind Express?	Once you receive your personnel number you can register in SmartFind Express to obtain a PIN number which allows you to report absences. (See page 16)	
When will I receive access to all Broward Technical Resources including Broward Single On?	Once you receive your personnel number email you MUST set up your Microsoft Outlook account for a district email address. Access the single sign on website to create your password. You will receive full access to the Broward Single On and launch pad will display all district applications.	
How do I register for Professional Development Courses?	To register for district training you will need to have a personnel number and access the Learning Across Broward portal.	
When will I receive my instructional contract?	Your instructional contract will be available within 30 days to view and acknowledge with signature.	
How do I complete the Florida DOE mandated child abuse training?	If you are new to Broward, you must complete the training by March 31 within your first year of employment. For information go to <a href="http://browardstudentservices.com/child-abuse-training">http://browardstudentservices.com/child-abuse-training</a> . Contact Yva. Deiudone@browardschools.com	

## SCHOOL BASED REMINDERS

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

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

# DISTRICT EMERGENCY CODES

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

**RED: NO MOVEMENT**  
IMMINENT DANGER  
Threat/Incident to the facility when the best course of action is to keep everyone in place to include the School SAFE Team. The following are sample incidents that could occur but not limited to: Drive-By-Shooter, Outside Disruption, Terrorist threat

**YELLOW: LIMITED MOVEMENT**  
Threat/Incident to the facility, when the best course of action is to keep everyone in place but requires the School SAFE Team or others depending on the nature of the situation to react. The following are sample incidents that could occur but not limited to- i.e. Neighborhood Incident/Police Directed.

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

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

**BLACK: Bomb Threat**  
Evacuate Facility.

**GREEN: ALL CLEAR.**

**ORANGE: EVACUATE**  
WHEN A SITUATION WARRANTS BEYOND PREVIOUS CODES.

# NEW TEACHER ACADEMY (NTA)

## Teacher Professional Learning and Growth

**Dates will be provided during the Onboarding Orientation.**

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

### NTA Participants will receive an introduction to:

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

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

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

## NEW TEACHER ORIENTATION

### Coaching and Induction

**August 2, 2019**

If hired after this date, you will be notified by your location of the next date.

### Break-out-Sessions

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





# SALARY PAYMENTS & PAYROLL SCHEDULE

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

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

## INSTRUCTIONAL PAYROLL SCHEDULE 2019-20 SCHOOL YEAR

Period Begin	Period Ends	Pay Date
8/5/2019	8/18/2019	8/23/2019
8/19/2019	9/1/2019	9/6/2019
9/2/2019	9/15/2019	9/20/2019
9/16/2019	9/29/2019	10/4/2019
9/30/2019	10/13/2019	10/18/2019
10/14/2019	10/27/2019	11/1/2019
10/28/2019	11/10/2019	11/15/2019
11/11/2019	11/24/2019	11/29/2019
11/25/2019	12/8/2019	12/13/2019
12/9/2019	12/22/2019	12/27/2019
12/23/2019	1/5/2020	1/10/2020
1/6/2020	1/19/2020	1/24/2020
1/20/2020	2/2/2020	2/7/2020
2/3/2020	2/16/2020	2/21/2020
2/17/2020	3/1/2020	3/6/2020
3/2/2020	3/15/2020	3/20/2020
3/16/2020	3/29/2020	4/3/2020
3/30/2020	4/12/2020	4/17/2020
4/13/2020	4/26/2020	5/1/2020
4/27/2020	5/10/2020	5/15/2020
5/11/2020	5/24/2020	5/29/2020
5/25/2020	6/7/2020	6/12/2020

# SALARY & COMPENSATION

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

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

Days Paid	All Days Paid
196	216
206	224
216	234
241	260

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

## YEAR ROUND PAY OPTION (2)

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

## SUPPLEMENTS & OTHER PAYMENTS (3)

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

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

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

## Cafeteria Plan-Benefits Enhancement

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

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

# SALARY & COMPENSATION

## Awarding Competitive Compensation to Educators for Student Success (ACCESS)

All new hires instructional employee will automatically be assigned to the Awarding Competitive Compensation to Educators for Student Success (ACCESS) Pay for Performance Plan:

Teachers may receive an annual salary increase contingent upon receiving an overall performance ratings of Highly Effective or Effective for the prior school year. Increases are subject to negotiations and board approval.

Per Florida Statutes 1012.22, teacher's rated highly effective shall receive the highest percentage salary increase. Teacher's rated effective shall receive 50-75% increase awarded to highly effective teachers. Scores are evaluated based on a combination of job-observations and VAM Scores. (See Evaluation section on pages 21-23).

## Pay for Performance Initial Placement Chart(s)

Listed below are the Pay for Performance Initial Salary Placement Charts for Instructional employees and the All Days Paid (ADP) hourly rate that will be used. Review the chart that represents your work calendar. Your All Days Paid hourly rate is computed using the following formula: your yearly base salary divided (/) by # of your All Days Paid (/) 7.5 hours per day = your All Days Paid (ADP) hourly rate.

For example: a teacher's salary with 0-2 years of experience is \$41,533. The hourly rate is computed by: \$41,533 divided by 216 = 192.28240 divided by 7.5 = \$25.63765 hourly rate. On your check you will see this hourly rate.

Work Calendars Days: 196 (August 7, 2019 – June 3, 2020)  
Instructional Employees All Days Paid=216

Years	Base Salary 196 Paid Days	Cafeteria-Benefit Enhancement	Yearly Base Salary on Check	All Days Paid (216) Hourly Rate on check	Referendum Initial Placement Supplment (3RPI)	Total Initial Compensation
0-2	\$40,724	\$300	\$41,024	\$25.323	\$509	\$41,533
3	\$41,742	\$300	\$42,042	\$25.952	\$522	\$42,564
4-7	\$42,760	\$300	\$43,060	\$26.580	\$535	\$43,595
8	\$43,269	\$300	\$43,569	\$26.894	\$541	\$44,110
9-10	\$43,981	\$300	\$44,281	\$27.334	\$550	\$44,831
11	\$44,490	\$300	\$44,790	\$27.648	\$578	\$45,368
12	\$44,796	\$300	\$45,096	\$27.837	\$582	\$45,678
13	\$45,254	\$300	\$45,554	\$28.120	\$588	\$46,142
14	\$45,707	\$300	\$46,007	\$28.399	\$594	\$46,601
15	\$46,164	\$300	\$46,464	\$28.681	\$600	\$47,064
16	\$46,164	\$300	\$46,464	\$28.681	\$1,231	\$47,695
17	\$46,164	\$300	\$46,464	\$28.681	\$1,871	\$48,335
18	\$46,164	\$300	\$46,464	\$28.681	\$2,520	\$48,984
19	\$46,164	\$300	\$46,464	\$28.681	\$3,177	\$49,641
20	\$46,164	\$300	\$46,464	\$28.681	\$3,843	\$50,307



# SALARY & COMPENSATION

Work Calendars Days: 206 (August 7, 2019 – June 3, 2020)

i.e. Guidance Counselors (elementary), ESE Specialist All Days Paid=224

Years	Base Salary 206 Paid Days	Cafeteria- Benefit	Yearly Base Salary on Check (206)	All Days Paid (224) Hourly Rate on check	Referendum Initial Placement Supplment (3RPI)	Total Initial
0-2	\$42,801.76	\$300	\$43,101.76	\$25.656	\$509	\$43,610.76
3	\$43,871.69	\$300	\$44,171.69	\$26.293	\$522	\$44,693.69
4-7	\$44,941.63	\$300	\$45,241.63	\$26.930	\$535	\$45,776.63
8	\$45,476.60	\$300	\$45,776.60	\$27.248	\$541	\$46,317.60
9-10	\$46,224.93	\$300	\$46,524.93	\$27.693	\$550	\$47,074.93
11	\$46,759.90	\$300	\$47,059.90	\$28.012	\$578	\$47,637.90
12	\$47,081.51	\$300	\$47,381.51	\$28.203	\$582	\$47,963.51
13	\$47,562.88	\$300	\$47,862.88	\$28.490	\$588	\$48,450.88
14	\$48,038.99	\$300	\$48,338.99	\$28.773	\$594	\$48,932.99
15	\$48,519.31	\$300	\$48,819.31	\$29.059	\$600	\$49,419.31
16	\$48,519.31	\$300	\$48,819.31	\$29.059	\$1,231	\$50,050.31
17	\$48,519.31	\$300	\$48,819.31	\$29.059	\$1,871	\$50,690.31
18	\$48,519.31	\$300	\$48,819.31	\$29.059	\$2,520	\$51,339.31
19	\$48,519.31	\$300	\$48,819.31	\$29.059	\$3,177	\$51,996.31
20	\$48,519.31	\$300	\$48,819.31	\$29.059	\$3,843	\$52,662.31



# SALARY & COMPENSATION

Work Calendars Days: 216 (August 7, 2019 – June 3, 2020)  
 i.e. School Psychologists, Instructional Specialist All Days Paid=234

Years	Base Salary 216 Paid Days	Cafeteria-Benefit Enhancement	Yearly Base Salary on Check (216)	All Days Paid (234) Hourly Rate on check	Referendum Initial Placement Supplement (3RPI)	Total Initial
0-2	\$44,879.51	\$300	\$45,179.51	\$25.743	\$509	\$45,688.51
3	\$46,001.39	\$300	\$46,301.39	\$26.383	\$522	\$46,823.39
4-7	\$47,123.27	\$300	\$47,423.27	\$27.022	\$535	\$47,958.27
8	\$47,684.20	\$300	\$47,984.20	\$27.341	\$541	\$48,525.20
9-10	\$48,468.86	\$300	\$48,768.86	\$27.789	\$550	\$49,318.86
11	\$49,029.80	\$300	\$49,329.80	\$28.108	\$578	\$49,907.80
12	\$49,367.02	\$300	\$49,667.02	\$28.300	\$582	\$50,249.02
13	\$49,871.76	\$300	\$50,171.76	\$28.588	\$588	\$50,759.76
14	\$50,370.98	\$300	\$50,670.98	\$28.872	\$594	\$51,264.98
15	\$50,874.61	\$300	\$51,174.61	\$29.159	\$600	\$51,774.61
16	\$50,874.61	\$300	\$51,174.61	\$29.159	\$1,231	\$52,405.61
17	\$50,874.61	\$300	\$51,174.61	\$29.159	\$1,871	\$53,045.61
18	\$50,874.61	\$300	\$51,174.61	\$29.159	\$2,520	\$53,694.61
19	\$50,874.61	\$300	\$51,174.61	\$29.159	\$3,177	\$54,351.61

Work Calendars Days: 241 (July 1, 2019 – June 30, 2020)  
 i.e. Technical Colleges Instructional Employees All Days Paid=260

241	Base Salary 241 Paid Days	Cafeteria-Benefit Enhancement	Yearly Base Salary on Check (241)	All Days Paid (260) Hourly Rate on check	Referendum Initial Placement Supplment (3RPI)	Total Initial
0-2	\$50,073.90	\$300	\$50,373.90	\$25.833	\$509	\$50,882.90
3	\$51,325.62	\$300	\$51,625.62	\$26.475	\$522	\$52,147.62
4-7	\$52,577.35	\$300	\$52,877.35	\$27.117	\$535	\$53,412.35
8	\$53,203.21	\$300	\$53,503.21	\$27.438	\$541	\$54,044.21
9-10	\$54,078.68	\$300	\$54,378.68	\$27.887	\$550	\$54,928.68
11	\$54,704.54	\$300	\$55,004.54	\$28.207	\$578	\$55,582.54
12	\$55,080.80	\$300	\$55,380.80	\$28.400	\$582	\$55,962.80
13	\$55,643.95	\$300	\$55,943.95	\$28.689	\$588	\$56,531.95
14	\$56,200.95	\$300	\$56,500.95	\$28.975	\$594	\$57,094.95
15	\$56,762.88	\$300	\$57,062.88	\$29.263	\$600	\$57,662.88
16	\$56,762.88	\$300	\$57,062.88	\$29.263	\$1,231	\$58,293.88
17	\$56,762.88	\$300	\$57,062.88	\$29.263	\$1,871	\$58,933.88
18	\$56,762.88	\$300	\$57,062.88	\$29.263	\$2,520	\$59,582.88
19	\$56,762.88	\$300	\$57,062.88	\$29.263	\$3,177	\$60,239.88
20	\$56,762.88	\$300	\$57,062.88	\$29.263	\$3,843	\$60,905.88

# ADDITIONAL PAYMENTS

## Advance Degree Incentives

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

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

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

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

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

(Application on page 34 - Resources Section).

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

A variety of supplementary pay positions are available and range from \$359 - \$3,800. A supplement as defined in Appendix F is for work that is beyond the teacher's 7.5 work day. A supplement can be for athletic coaching, department head/team leader chairs, Academic Games, Student Government, specific job related assignments (i.e. Guidance Director, ESE Specialist, etc.) and/or principal approved non-specific assignments. Most Supplements are paid to a teacher on a traditional 196 work calendar over 20 payments. Instructional employees who work full-time (100%) receive an additional \$300.00 on the Benefit Enhancement Plan, which may be used towards reimbursement of benefits, enhancements or may be included in your annual salary.

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





## Best and Brightest (B&B) Teacher Scholarship (Amount TBD)

B&B is a state funded program that has been revised under 2019 Legislature, SB 7070. B&B is a program created to provide recruitment and retention awards to classroom teachers, and recognition awards to instructional personnel.

The one-time Recruitment Award is for newly hired classroom teachers that have a content expertise in mathematics, science, computer science, reading, or civics. The Department of Education will establish the criteria for this award.

Retention award: must have at least an effective evaluation and teach in a school for 2 consecutive years, including the current year, which has improved an average of 3% points or more in the percentage of total possible points achieved for determining school grades over the prior 3 years.

Recognition Award: must be rated as highly effective or effective and meet criteria adopted by the school board.

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

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

## Florida Teacher Classroom Supply Assistance Program (Amount TBD)

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

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

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

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



## CREDIT FOR EXPERIENCE INSTRUCTIONAL AND WORK RELATED

New hires and rehires employed by The School Board of Broward County are eligible to receive up to 20 years of credit for experience on the Instructional Salary Schedule for teaching experience and/or directly-related work experience. **The experience must be verified and approved prior to receiving credit.** It is the responsibility of each employee to have the experience verified upon **initial and subsequent** employment. In addition, you are responsible to verify the credit was given to you. If credit is not granted, you will receive a memo. If credit is granted, your "annual salary" (on your check) will be updated to reflect the credit. Review the Initial Placement Schedule to determine what your annual salary should be. Review the sections below to verify acceptable experience.

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

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

### Teaching (Instructional) Experience Credit

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

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

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

If approved, your salary will be adjusted, and you will receive retroactive pay. To verify what is approved you may contact Employment Services at 754-321-0150 or review your remuneration statement.



## Credit for Experience (Work Related)

If you have had **directly related full-time work experience**, you may be eligible to receive experience credit on the salary schedule for verified experience not to exceed the maximum pay step. Your work experience must have been **directly related** to your current teaching assignment. For example:

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

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

For example:

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

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

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

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

Your application for work related experience will be reviewed by Talent Acquisition & Operations after verification forms have been submitted by your employers. Talent Acquisition & Operations will notify you as to the outcome.

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

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

Instructional employees in this category receive up to 20 years of verified salary credit and approved experience. If your experience was in a school setting, your employer must complete the **Employer Verification of Teaching Experience** form. If your experience was not in a school setting, your employer must complete the **Employer Verification of Non-Teaching Work Related Experience form and provide an official job description**.



# SICK LEAVE

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

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

## TRANSFER OF SICK LEAVE

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

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

## INSTRUCTIONAL LEAVES OF ABSENCE

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

Phone: 754-321-3130 Website: [www.broward.k12.fl.us/benefits/leaves](http://www.broward.k12.fl.us/benefits/leaves)

## REPORTING YOUR ABSENCES / GETTING A SUBSTITUTE TEACHER

### SMARTFIND EXPRESS

It is your responsibility to report your absences through the automated system, SmartFindExpress. The system is available 7 days a week - 24 hours a day. It can be accessed both by phone and the internet. It is highly recommended that you report your absence(s) at least 5 days prior to the start date to ensure timely substitute teacher assignment. Future absences may be reported any time during the school year. You have the option to prearrange your own substitute, request a specific substitute, or have the system secure a substitute using your school's preferred list of substitute teachers. **Before requesting a substitute teacher for the first time you must register for your PIN via the phone (754-212-8164)**

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

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



# NEW TEACHER SUPPORT

## Teacher Induction for Effectiveness and Retention (TIER)

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

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

T.I.E.R. Mentors and Liaisons submit monthly evidence of support to the site-based Administrator and District Coaching and Induction Supervisors for additional feedback and reflection. Additional information can be found at <http://www.broward.k12.fl.us/talentdevelopment/html/teachers-coaching.html> 754-321-5013

## Teacher Incentive Fund (TIF)

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



# BARGAINING UNIT DATE

# TEACHER CONTRACT



## PROBATIONARY CONTRACT

FLORIDA STATUTE 1012.335

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

## ANNUAL CONTRACT

FLORIDA STATUTE 1012.335

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

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



### Teacher Contracts

Your instructional employee contract for the current school will be ready for you to view and acknowledge in Employee Self-Service (ESS) within 30 days of your hire.

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

# INSTRUCTIONAL TRANSFERS

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

## Regular Transfer

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

## Hardship Transfer

The employee may request a Teacher Hardship Transfer (THD) when he/she travels 20 miles or more one-way via the most direct route to their work location or has a serious medical and/or personal problem. An employee may request a hardship transfer at any time and may be transferred after the start of the school year for students.

- a) An employee who meets the "hardship" definition will be guaranteed an interview at one of his/her choices where a vacancy exists.

## Guaranteed Transfer

The employee must have completed at least 15 consecutive years at his/her current location. If a guaranteed transfer declines a job offer in one of his/her desired subject areas, the teacher's transfer request becomes a regular transfer.

# EMPLOYEE SELF-SERVICE (ESS)

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

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

# TRANSFER OF INSERVICE POINTS

In-service activities completed during the validity period of current professional certificates may be transferred in from another Florida school district, as well as banked ESOL 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.

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

# EMPLOYEE EVALUATIONS

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

There are three different frameworks:

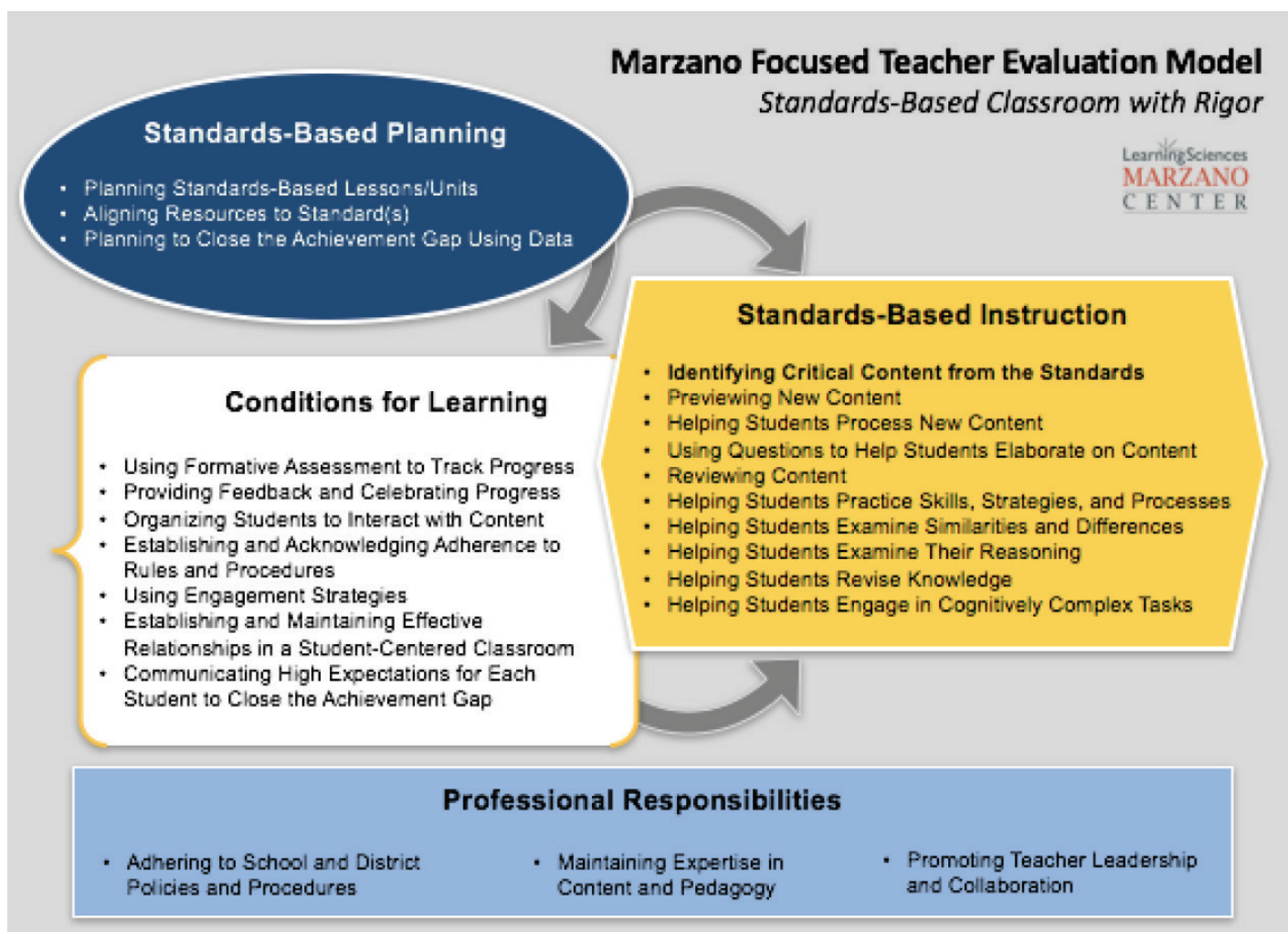
One for all Classroom Middle School teacher that are at middle school sites with 6th – 8th grade students (and Millennium 6-12 Collegiate Academy)

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

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

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

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



**2014 Marzano Teacher Evaluation Model**  
*Learning Map*

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**LEARNING AND PERFORMANCE MANAGEMENT**

**Domain 2: Planning and Preparing**

**Planning and Preparing**

- Planning and Preparing for Lessons and Units**  
 42. Effective Scaffolding of Information within Lessons  
 43. Lessons within Units  
 44. Attention to Established Content Standards
- Planning and Preparing for Use of Resources and Technology**  
 45. Use of Available Traditional Resources  
 46. Use of Available Technology
- Planning and Preparing for the Needs of English Language Learners**  
 47. Needs of English Language Learners
- Planning and Preparing for the Needs of Students Receiving Special Education**  
 48. Needs of Students Receiving Special Education
- Planning and Preparing for the Needs of Students Who Lack Support for Schooling**  
 49. Needs of Students Who Lack Support for Schooling

**Domain 3: Reflecting on Teaching**

**Reflecting on Teaching**

- Evaluating Personal Performance**  
 50. Identifying Areas of Pedagogical Strength and Weakness  
 51. Evaluating the Effectiveness of Individual Lessons and Units  
 52. Evaluating the Effectiveness of Specific Pedagogical Strategies and Behaviors
- Developing and Implementing a Professional Growth Plan**  
 53. Developing a Written Growth and Development Plan  
 54. Monitoring Progress Relative to the Professional Growth and Development Plan

**Domain 4: Collegiality and Professionalism**

**Collegiality and Professionalism**

- Promoting a Positive Environment**  
 55. Promoting Positive Interactions with Colleagues  
 56. Promoting Positive Interactions about Students and Parents
- Promoting Exchange of Ideas and Strategies**  
 57. Seeking Mentorship for Areas of Need or Interest  
 58. Mentoring Other Teachers and Sharing Ideas and Strategies
- Promoting District and School Development**  
 59. Adhering to District and School Rules and Procedures  
 60. Participating in District and School Initiatives

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Page 2  
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**LEARNING AND PERFORMANCE MANAGEMENT**

**Domain 1: Classroom Strategies and Behaviors**

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

**Lesson Segment Involving Routine Events**

- DQ1: Communicating Learning Goals and Feedback**  
 1. Providing Rigorous Learning Goals and Performance Scales (Rubrics)  
 2. Tracking Student Progress  
 3. Celebrating Success
- DQ6: Establishing Rules and Procedures**  
 4. Establishing Classroom Routines  
 5. Organizing the Physical Layout of the Classroom

**Lesson Segment Addressing Content**

- DQ2: Helping Students Interact with New Knowledge**  
 6. Identifying Critical Content  
 7. Organizing Students to Interact with New Content  
 8. Previewing New Content  
 9. Chunking Content into "Digestible Bites"  
 10. Helping Students Process New Content  
 11. Helping Students Elaborate on New Content  
 12. Helping Students Record and Represent Knowledge  
 13. Helping Students Reflect on Learning
- DQ3: Helping Students Practice and Deepen New Knowledge**  
 14. Reviewing Content  
 15. Organizing Students to Practice and Deepen Knowledge  
 16. Using Homework  
 17. Helping Students Examine Similarities and Differences  
 18. Helping Students Examine Their Reasoning  
 19. Helping Students Practice Skills, Strategies, and Processes  
 20. Helping Students Revise Knowledge
- DQ4: Helping Students Generate and Test Hypotheses**  
 21. Organizing Students for Cognitively Complex Tasks  
 22. Engaging Students in Cognitively Complex Tasks Involving Hypothesis Generation and Testing  
 23. Providing Resources and Guidance for Cognitively Complex Tasks

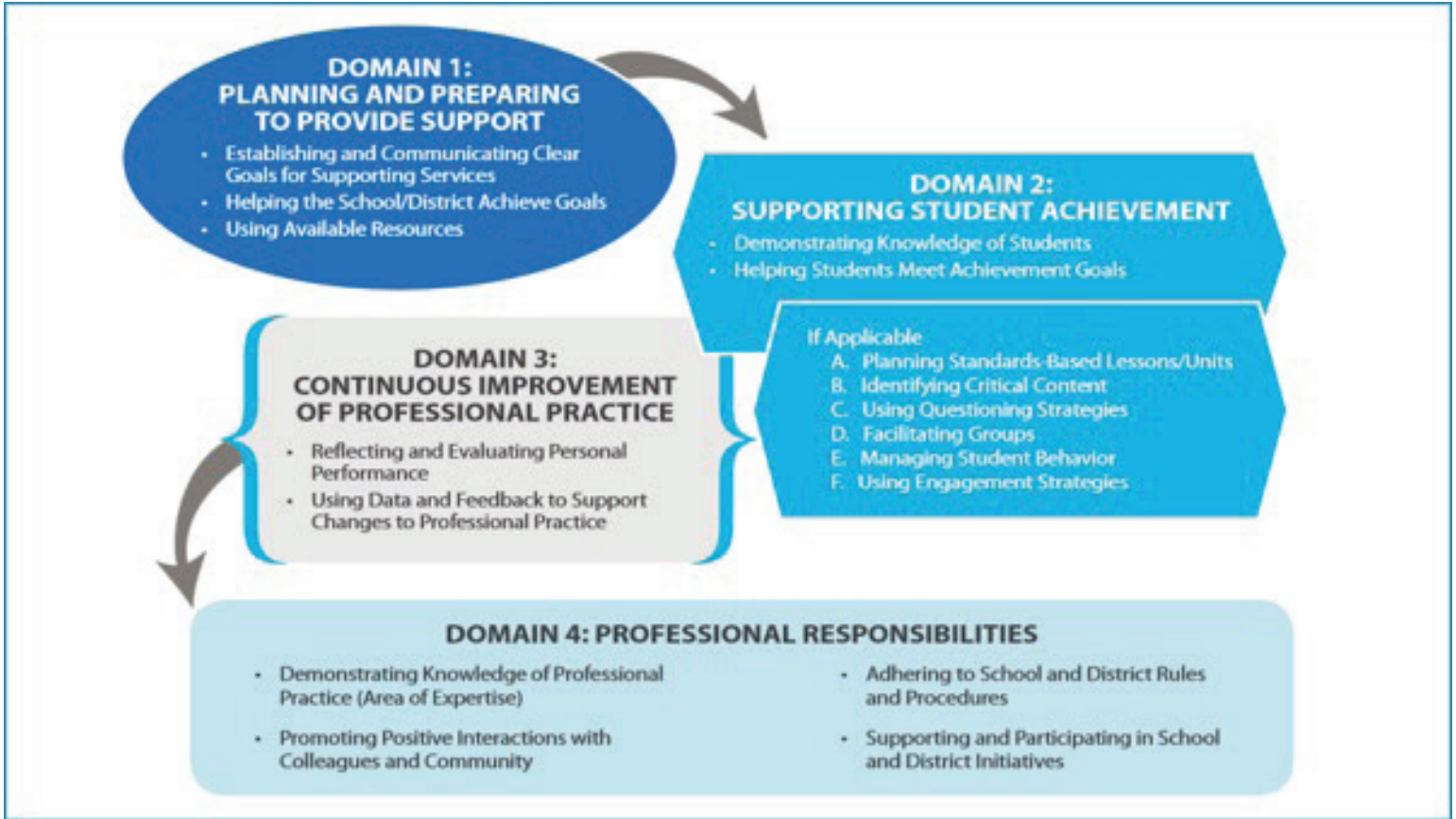
**Lesson Segment Enacted on the Spot**

- DQ5: Engaging Students**  
 24. Noticing When Students are Not Engaged  
 25. Using Academic Games  
 26. Managing Response Rates  
 27. Using Physical Movement  
 28. Maintaining a Lively Pace  
 29. Demonstrating Intensity and Enthusiasm  
 30. Using Friendly Controversy  
 31. Providing Opportunities for Students to Talk about Themselves  
 32. Presenting Unusual or Intriguing Information
- DQ7: Recognizing Adherence to Rules and Procedures**  
 33. Demonstrating "Withitness"  
 34. Applying Consequences for Lack of Adherence to Rules and Procedures  
 35. Acknowledging Adherence to Rules and Procedures
- DQ8: Establishing and Maintaining Effective Relationships with Students**  
 36. Understanding Students' Interests and Backgrounds  
 37. Using Verbal and Nonverbal Behaviors that Indicate Affection for Students  
 38. Displaying Objectivity and Control
- DQ9: Communicating High Expectations for All Students**  
 39. Demonstrating Value and Respect for Low Expectancy Students  
 40. Asking Questions of Low Expectancy Students  
 41. Probing Incorrect Answers with Low Expectancy Students

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Page 3  
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# CERTIFICATION OVERVIEW



## OFFICIAL STATEMENT OF STATUS OF ELIGIBILITY

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

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

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

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

Teaching certificates are issued with a beginning date of July 1, an ending date of June 30, and are valid for either three or five years. When your educator's certificate is issued, the expiration date of your certificate takes precedence over the expiration date of your Statement of Status of Eligibility. You must complete the requirements stated on your Statement of Status of Eligibility prior to the expiration date of your certificate (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 Talent Acquisition, Instructional, so that your records can be updated in the system.**

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

# TYPES OF CERTIFICATES

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

For questions about your certification requirements, email [certificationrequests@browardschools.com](mailto:certificationrequests@browardschools.com) or speak with a Talent Acquisition Human Resource Administrator.

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

## 3-YEAR TEMPORARY

- This certificate allows the applicant time to complete all requirements for a professional certificate while teaching full time. Refer to your SOE for specific requirements.
- This certificate is non-renewable. Therefore the teacher must complete all requirements in order to be eligible for continued employment and upgrade to a professional certificate.
- If a teacher takes and passes any of the Florida Teacher Certification exams, scores are automatically sent to the Florida Department of Education.
- If courses are required in the SOE, a teacher must ensure that official transcripts indicating completion of the courses are submitted to the Florida Department of Education.
- The teacher must complete a Florida approved Professional Education Competence (PEC) Program. This will be verified by his/her principal during the first two years of employment.
- The principal will complete the State Competency Demonstration Checklist (CDC) (See sample on page 33 - Resources)
- To upgrade from a temporary to a professional certificate, the teacher must apply for an upgrade and submit the fee to the Florida Department of Education [www.fldoe.org/edcert](http://www.fldoe.org/edcert)

## 5-YEAR PROFESSIONAL

This certificate is issued to teachers who have:

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

Options for renewal include:

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

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

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

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

# Certification Exam Information

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

Test dates and Registration can be location at:

[www.fl.nesinc.com](http://www.fl.nesinc.com).



## Description of Tests

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

### SUBJECT AREA EXAMINATION (SAE)

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

If you are placed out-of-field in a bachelor-level area of certification, you may take and pass the subject area exam and add the subject to your Florida educator certificate to meet the mandated training requirement. Certification areas excluded are Guidance, Reading, Speech/Language, School Psychologist and all Administrative coverages. These areas require coursework in addition to the subject area exam.

### GENERAL KNOWLEDGE KNOWLEDGE EXAM

This is a basic skills achievement test containing four subtests: Math (multiple-choice items), Reading (multiple-choice, passage-based items), English Language Skills (multiple-choice items) and an Essay portion.

Demonstration of Mastery:

- Valid standard teaching certificate issued by a US state or territory
- Valid certificate issued by the National Board for Professional Teaching Standards or the American Board for Certification of Teacher Excellence
- Completion of two (2) semesters of full-time college teaching experience or the equivalent in part-time college teaching experience

-Effective for tests administered on or after July 1, 2015, test sections of the GRE® revised General Test:

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

### PROFESSIONAL EDUCATOR EXAM

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

### STUDY TIPS

We encourage you to obtain the study guides you will need for your particular subject area exams SAE(s). There are sample questions and answers in the study guides, and they are helpful; however, they do not represent the SAE's entirety, so please pay particular attention to the competencies/skills listed in the front of the study guides – this is what you are actually tested on. All of this information, and more, can be found at: <http://www.fldoe.org/asp/ftce/>.



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

Teachers on a 3-year temporary certificate may be required to complete up to 15 hours of course work. Refer to your Statement of Eligibility. There are a variety of programs available. Listed below are some of the options. However, you should seek the option that best suits your needs. In addition, options for reimbursement may be available.

College/ University/Agency	Program	Costs for Participant 2017-2018
<b>Broward Schools</b> Teacher Professional Learning and Growth  District's Alternative Certification for Educators Program (ACE)  Phone: 954-236-1319	ACE is a FDOE approved competency-based online program of study that can be completed in one year. New Teachers must be accepted in this program. Contact the office for additional information. Recommended for teacher candidates that are required to complete all the pedagogy courses.  <b>Acceptance Criteria: Full-time teacher of record and General Knowledge Test passing scores on all components</b>	No cost to participants
<b>Broward Schools</b> Teacher Professional Learning and Growth District's Broward Educator Certification (BEC) Phone: 954-236-1319	BEC provides participants tuition-free college courses at Broward College and Florida Atlantic University. These courses satisfy the education semester hours identified by the Florida Department of Education (FDOE) needed to be eligible to apply for full educator certification. New Teachers must be accepted in this program. Contact the office for additional information.  <b>Acceptance Criteria: Full-time teacher of record.</b>	Fees and course materials
Teacher Incentive Fund (TIF) Coaching and Induction  Phone: 754-321-5024	This program offers professional prep coursework, test prep and mentorship for new teachers working at TIF schools.  <b>Acceptance Criteria: Full-time teacher of record</b> employed at TIF school.	No Cost to participants
<b>Florida Atlantic University</b> Phone: 954-236-1028 <a href="http://www.fau.edu/education/StudentServices">http://www.fau.edu/education/StudentServices</a>	<b>Course by Course</b> The professional courses are offered in a variety of formats. Depending on the course and semester, a course may be offered as a fast-track course (on Saturdays), distance learning course (online), or traditional classroom course in the afternoon or evening.	Current tuition, required texts, materials and fees
<b>Broward College</b>  <a href="http://www.broward.edu/epi">www.broward.edu/epi</a>  Phone: 954-201-7350	<b>Educator Preparation Institute (EPI)</b> 21 credit online program. Contains 30 hours of practical classroom field experiences. Participants can complete the program in two semesters if attended full-time; however, full-time participation is not required.	Current tuition, required texts, materials and fees
<b>Nova Southeastern University (NSU)</b> Phone: 954-262-8407  <a href="http://education.nova.edu/students/current-students/academic-advisors.html">http://education.nova.edu/students/current-students/academic-advisors.html</a>	<b>Fast Track Online Graduate Courses</b> Earn graduate credit toward a Master's degree in Education at NSU while earning professional certification. Innovative coursework is based on best practices in education, is offered online, and can be completed on eight weeks. Faculty members are practitioners who are dedicated to helping teachers to realize their potential.	Current tuition, required texts, materials and fees
<b>University of Phoenix</b> Phone: 844-937-8679  <a href="https://www.phoenix.edu/programs/continuing-education/certificate-programs/education/cert-ap-s.html">https://www.phoenix.edu/programs/continuing-education/certificate-programs/education/cert-ap-s.html</a>	Offers alternative pathways for teacher certification	Current tuition, required texts, materials and fees
<b>St. Thomas University</b> Phone: 305-628-6764  <a href="https://www.stu.edu/slec/Programs/summer-teachers-certification-program.html">https://www.stu.edu/slec/Programs/summer-teachers-certification-program.html</a>	Offers alternative pathways for teacher certification	Current tuition, required texts, materials and fees
<b>TeacherReady</b> Phone: 850-898-3949 <a href="http://www.teacherready.org">www.teacherready.org</a>	<b>Online alternative teacher certification program.</b> TeacherReady is State approved and is the Education Preparation Institute of the NCATE accredited Professional Education Unit at the University of West Florida (UWF).	Current tuition, required texts, materials and fees
<b>American Board for Certification of Teacher Excellence (ABCTE) Passport to Teaching</b>  <a href="http://www.abcte.org">www.abcte.org</a>  Phone: 877-669-2228 (Option 1)	<b>Online independent study program.</b> Participants take two tests: subject are and pedagogy. Certification available for: Biology, Chemistry, Elementary Education, English/Language Arts, General Science, History, Mathematics, Physics, Reading Endorsement, and Special Education.	Current tuition, required texts, materials and fees

## ASSIGNED OUT-OF-FIELD

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



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

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

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

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

Listed on the next pages are subject areas with descriptions of mandated training requirements. If you have been identified as out-of-field, find your area and review your requirements. Questions should be directed to Talent Acquisition – Instructional – [certificationrequests@browardschools.com](mailto:certificationrequests@browardschools.com).

Specific Subject Areas (i.e. math, elementary ed, English, science, etc.)

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



## AUTISM SPECTRUM DISORDER (ASD) OUT-OF-FIELD

<https://florida-ese.org/>

### OPTION 1:

Complete six semester hours of college coursework to satisfy requirements for two of the following areas: (a), (b), (c), or (d) of the ASD Endorsement subject area requirements. Complete twelve semester hours to include:

(a) Nature of Autism Spectrum Disorders (to include student characteristics, appropriate learning goals, teaching approaches, environmental arrangements, etc.);

(b) Use of assistive and instructional technology and natural, alternative and augmentative communication systems for students with Autism Spectrum Disorders;

(c) Behavior management and positive behavior supports for students with Autism Spectrum Disorders; (d) Assessment and diagnosis of Autism Spectrum Disorders, and

(e) Field-based experience with students with Autism Spectrum Disorders Note: one of the courses you complete must include field experience. Details regarding the ASD Endorsement subject area requirements are found at the Florida Department of Education web site: [www.fldoe.org/teaching/certification/administrative-rules/6a-4-01796.stml](http://www.fldoe.org/teaching/certification/administrative-rules/6a-4-01796.stml)

NOTE: two years of full-time instructional experience in working with ASD students can be used to satisfy the remaining requirements after the six semester hours noted above have been completed. To document the experience your principal must complete and submit the Verification of Teaching Experience form located at: [browardschools.com/teacher](http://browardschools.com/teacher). The form must document your experience in working with ASD students specifically. NOTE: The verification form must be submitted to the Talent Acquisition & Operations (Instructional) Department, Attn: Certification. DO NOT send the form to the Florida Department of Education as indicated on the form.

### OPTION 2:

If you have a certificate in ESE and can document at least two years of full-time teaching experience with students with ASD between July 1, 2006 and June 30, 2011 then you may use the experience to be considered as infield for the assignment. You must also have satisfactory evaluations during the period the experience was gained. Note that while using experience during the time period noted will make you infield, it will not enable you to add the ASD Endorsement to your certificate. To do so, you will need to complete the course requirements as outlined above in option one. If you can meet the experience requirement noted in this option, please have your principal submit an original letter, on school letterhead, indicating the period in which you gained the experience. The letter must include a statement that you worked with ASD students and that you had satisfactory evaluations during the period. The letter must be signed and dated by your principal and submitted to the Talent Acquisition & Operations (Instructional) Department; Attn: Certification

## GIFTED & READING OUT-OF-FIELD

Requirements necessary to satisfy training for Gifted or Reading Endorsements are offered through the districts Professional Development System.

The teacher must complete 120 in-service points or six semester hours of college coursework toward obtaining the Gifted or 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 Gifted or Reading Endorsement has been added to the certificate.

## ADDITIONAL OUT-OF-FIELD AREAS (Math, Science, English, Social Studies, etc)

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 note 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 [www.fl.nesinc.com](http://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.

<https://florida-ese.org/>

OPTION 1:

Complete six semester hours of college coursework to satisfy requirements for two of the following areas: (a), (b), or (c) of the Prekindergarten Disabilities Endorsement subject area requirements. Details regarding the Prekindergarten Disabilities Endorsement subject area requirements are found at the Florida Department of Education web site.

- (1) A bachelor's or higher degree with certification in any exceptional student education area, preschool education, primary education, prekindergarten/primary education, elementary education (K-6), or early childhood education
- (2) Twelve (12) semester hours in prekindergarten disabilities education to include the areas specified below:
  - (a) Six (6) semester hours in the development and implementation of individualized educational programs for the prekindergarten child with disabilities to include formal and informal evaluation techniques; developmentally appropriate curriculum, methods, and intervention strategies; teaming approaches to facilitate inclusion in appropriate learning environments; and multidisciplinary approaches and techniques for serving the child and the family;
  - (b) Three (3) semester hours in child development to include theories of the atypical child, the stages and sequences of development, and the impact of disabilities and biomedical risk factors on learning; and
  - (c) Three (3) semester hours in family collaboration and support to include family systems theory and interaction; community resources; service coordination; and transition.

Note that two years of full-time instructional experience in working with ESE students at the prek level can be used to satisfy the remaining requirements after the six semester hours noted above have been completed. Note that requirement (a) consists of a total of six hours and so a year of experience may be used in lieu of three or all six hours depending on the courses completed. To document the experience your principal must complete and submit the Verification of Teaching Experience form. The form must document your experience in working with ESE students at the prek level specifically. NOTE: The verification form must be submitted to the Talent Acquisition & Operations (Instructional) Department, Attn: Certification. DO NOT send the form to the Florida Department of Education as indicated on the form.

OPTION 2:

If you have a certificate in ESE and can document at least two years of full-time teaching experience with ESE students at the prek level between July 1, 2006 and June 30, 2011 then you may use the experience to be considered as infield for the assignment. You must also have satisfactory evaluations during the period the experience was gained. Note that while using experience during the time period noted will make you infield, it will still require you to complete the course requirements as outlined above in option one.

If you can meet the experience requirement noted in this option, please have your principal submit an original letter, on school letterhead, indicating the period in which you gained the experience. The letter must include a statement that you worked with ESE students at the prek level and that you had satisfactory evaluations during the period. The letter must be signed and dated by your principal and submitted to the Talent Acquisition & Operations (Instructional) Department; attn: Certification

OPTION 3:

Pass the Prek/Primary or Preschool Education subject area exam and add the subject to your certificate. Note that if you hold a professional certificate you must pass the Prek/Primary or Preschool Education exam to meet requirements to add the subject to your certificate. Exam information and registration is obtained at the Florida Teacher Certification Examinations (FTCE) web site. sfdto complete the course requirements as outlined above in option one.

If you can meet the experience requirement noted in this option, please have your principal submit an original letter, on school letterhead, indicating the period in which you gained the experience. The letter must include a statement that you worked with ESE students at the prek level and that you had satisfactory evaluations during the period. The letter must be signed and dated by your principal and submitted to the Talent Acquisition & Operations (Instructional) Department; attn: Certification

## EXPERIENCED TEACHERS HIRED OUT OF FIELD: INFIELD DESIGNATION OPTION

If you are an experienced teacher with expertise in the out-of-field area you have been hired to teach, you may qualify for an alternative path to be considered infield. Please visit our website at <https://www.browardschools.com/Page/32146> and select the link for Infield Designation for instructional Personnel Assigned Outside their Certification Area to see if your area is one that can use this path. If so, an Infield Rubric will need to be completed with documentation attached for each competency criteria shown on the rubric. Completed rubrics must be sent to the designated district content area expert for consideration. It is recommended that you do this following your onboarding appointment.

If you do not qualify under the district's Infield Designation, you will be required to meet mandated out-of-field training by passing the subject area exam in the out-of-field area or by completing six semester hours of college coursework in the out of field area every year until you obtain the appropriate certification. Out-of-field requirements must be completed by the end of the April in the year you were identified as out-of-field for consideration of continued employment for the following school year.



### NOTES

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# Child Abuse and Neglect Training



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

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

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

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

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

Educators are trained to recognize and intervene when children are not able to fully benefit from their educational opportunities. This guide will assist teachers and others in the educational environment in detecting clues that may indicate that children are being maltreated. School is the only place outside the home in which most children are seen daily. Educators have the opportunity to see changes in their appearance and behavior.  
On-line training link: <https://www.browardschools.com/Page/38806>

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

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

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



# ESOL TRAINING REQUIREMENTS

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

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

## NOTES

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# ESOL TRAINING REQUIREMENTS

- ESOL in-service points and/or ESOL college credits are applicable toward certificate renewal requirements for recertification in any coverage.
- Any points or credit earned in excess of 120 points or six semester hours in ESOL within the current certificate's validity period may be banked towards the renewal of the certificate for future renewal periods.

CATEGORY III	CATEGORY IV
Assigned to teach a subject not covered in Category I, II or IV (i.e. prekindergarten, art, music physical education etc)	Assigned as a Guidance Counselor or School Administrator
REQUIREMENTS	REQUIREMENTS
18 in-service points or three semester hours college credit in: <ul style="list-style-type: none"> <li>- Issues &amp; Strategies for Teaching LEP Students</li> </ul>	60 in-service points or three semester hours college credit in: <ul style="list-style-type: none"> <li>- ESOL Training for Administrators or ESOL Training for Guidance Counselors (whichever is appropriate to the assignment)</li> </ul>
OR	OR
Hold ESOL Endorsement on your Florida Educators Certificate	Hold ESOL Endorsement on your Florida Educators Certificate
TIMELINE	TIMELINE
By April of your second year of employment you must complete the requirements above.	By April of your third year of employment you must complete the requirements above.

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# BROWARD SINGLE SIGN ON (SSO)

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

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

## Two Steps to a Safer SSO

Visit [sso.browardschools.com](https://sso.browardschools.com)

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

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

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

Click **Sign In**.

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

Click **Save**.

It is important that you keep the answers to the security questions you chose for registration secret.

Your answers are stored securely in a server without risk of exposure, and are only used to authenticate your identity.

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

**Step 2) CHANGE YOUR PASSWORD**

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

Click Security Questions, then select Continue

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

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

**Elementary School** – 4 Characters

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

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

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

Passwords cannot contain your username, first or last name



# OFFICE OF ACADEMICS QUICK LINKS ON INSITE

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

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

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

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

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

Early Learning & Language Acquisition  
Director: Dr. Angela Iudica

Head Start/Early Intervention  
Literacy

Exceptional Student Learning Support Learning  
Director, Dr. Anthony Hickman

Elementary Learning  
Director, Dr. Nicole Mancini

Secondary Learning  
Director, Guy Barmoha

Applied Learning  
Director, Susan M. Cantrick

Bilingual/ESOL  
Director, Victoria Saldala

CTACE  
Director, Enid Valdez

Innovative Learning  
Director, Dr. Daryl Diamond



Student Support Initiatives  
754-321-1662

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

Teacher Support & Development

Professional Development Standards & Support  
754-321-5055

Student Assessment & Research  
Teacher Professional Learning & Growth

Code of Student Conduct

B



## BROWARD 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/>

Visit the Office of Academics [Sharepoint](#) page for additional resources at:

<https://browardcountyschools.sharepoint.com/sites/Intranet/Academics/SitePages/Home.aspx>

## BROWARD

# OSPA RESOURCES

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

Visit the Office of School Performance and Accountability [Sharepoint](#) page for additional information at:

<https://browardcountyschools.sharepoint.com/sites/Intranet/Academics/SitePages/Home.aspx>

## STATE COMPETENCY DEMONSTRATION CHECKLIST (CDC)

TO: The Superintendent of Broward County Schools

Participant's Name \_\_\_\_\_ School Name \_\_\_\_\_

FLDOE Certificate Number \_\_\_\_\_ Contact Person \_\_\_\_\_

Personnel Number \_\_\_\_\_ Telephone Number \_\_\_\_\_

Date of Employment (as a full-time contractual teacher) \_\_\_\_\_

Sample  
Form Only

Method Of Mastery A Summative Observation B Informal Observation C Planning/Record Keeping D Portfolio Documentation E Conference/Interview F Other	A	B	C	D	E	F
1. Write and speak in a logical and understandable style, using appropriate grammar and sentence structure, and demonstrate a command of standard English, enunciation, clarity of oral directions, and pace and precision in speaking.						
2. Read, comprehend, and interpret professional and other written material.						
3. Compute, think logically, and solve problems.						
4. Recognize signs of students' difficulty with the reading and computational process and apply appropriate measures to improve students' reading and computational performance.						
5. Recognize patterns of physical, social, emotional, and intellectual development in students, including exceptional students in the regular classroom.						
6. Recognize and demonstrate awareness of the educational needs of students who have limited proficiency in English and employ appropriate teaching strategies.						
7. Use and integrate appropriate technology in teaching and learning processes and in managing, evaluating, and improving instruction.						
8. Use assessment and other diagnostic strategies to assist the continuous development and acquisition of knowledge and understanding of the learner.						
9. Use teaching and learning strategies that include consideration of each student's learning styles, needs, and background.						
10. Demonstrate the ability to maintain a positive, collaborative relationship with students' families to increase student achievement.						
11. Recognize signs of tendency toward violence and severe emotional distress in students and apply techniques of crisis intervention.						
12. Recognize signs of alcohol and drug abuse in students and know how to appropriately work with such students and seek assistance designed to prevent future abuse.						
13. Recognize the physical and behavioral indicators of child abuse and neglect and know rights and responsibilities regarding reporting.						
14. Demonstrate the ability to maintain a positive environment in the classroom while achieving order and discipline.						
15. Demonstrate the ability to grade student performance effectively.						
16. Demonstrate knowledge and understanding of the value of, and strategies for, promoting parental involvement in education.						

**It is my professional opinion that this teacher has [ ] has not [ ] (check one) successfully demonstrated mastery of the State Competencies.**

\_\_\_\_\_  
Principal's Name *(please print)*

\_\_\_\_\_  
Principal's Signature

\_\_\_\_\_  
Date

Send original form to Talent Acquisition & Operations (Instructional), K.C. Wright Building, Third Floor; retain copies for your records.





## INSTRUCTIONAL APPLICATION

### NEW EDUCATOR PROFESSIONAL IMPROVEMENT SUPPLEMENT

Mail Completed Application To: Talent Acquisition & Operations (Instructional) Department, ATTN: NEW EDUCATOR SUPPLEMENT, 600 SE 3<sup>rd</sup> Avenue, 3<sup>rd</sup> Floor, Fort Lauderdale, FL 33301

Sample Form Only

Personnel #:		Employee Name:
Location #:		Location Name:

I am requesting payment for the \_\_\_\_\_ school year for the New Educator Professional Improvement Supplement. An application with appropriate documentation must be submitted each year you want to apply and are eligible. Attached is my documentation:

- Transcript Verifying Six (6) College Credits
- In-service Record Verifying 120 In-service Points

**ELIGIBILITY CRITERIA**

- A teacher is eligible to apply for the payment if they have less than three (3) years of credit for teaching/work-related experience. A teacher with more than two (2) years of experience is not eligible.
- Courses must be completed during the first three (3) years of full-time contractual teaching in Broward. **Application and documentation may be submitted throughout the year, but no later than the last day of the school year.**
- The payment will be processed for the school year received; retroactive payments will not be processed. Example: to receive payment for the 2017-18 school year, application and documents must be received no later than the last day of the school year (June 6, 2018).
- Payment for applications received after the last day of the school year will be applied for the following school year, if eligible. Teachers that have two (2) years of experience must submit their application and documentation by the conclusion of their 2<sup>nd</sup> year to receive payment. If received after the last day of the school year, payment will not be granted.
- Payments may take up to eight (8) weeks for processing. NOTE: if you are a new teacher with no experience, your application and documentation must be received by the last day of the school year. However, your payment for that year will be processed after you have successfully completed the school year.

**FOR TALENT ACQUISITION & OPERATIONS (INSTRUCTIONAL USE ONLY)**

**Years of Credited Experience:**  0    1    2    3 or more; not eligible

**Qualifications and Educational Requirements:**

Transcript Verifying College Credits

In-service Record Verification

<i>Approved By:</i>		<i>Date:</i>	
<b>FOR COMPENSATION &amp; HR INFORMATION SYSTEMS USE ONLY:</b>			
<i>SAP Updated By:</i>		<i>Date:</i>	



Established 1915

# BROWARD

County Public Schools

600 SE Third Avenue, Fort Lauderdale, FL 33301 | 754-321-0000  
[www.browardschools.com](http://www.browardschools.com)

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