



Established 1915

BROWARD
County Public Schools

NEW INSTRUCTIONAL EMPLOYEE HANDBOOK

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

Susan Rockelman
Director, Talent Acquisition & Operations

www.browardschools.com/teacher

I NEED YOU!

To teach
in a way
that blows
my mind!



TABLE OF CONTENTS



- 2** Talent Acquisition & Operations Contacts
- 3** School Calendar
- 4** New Educator FAQ & Reminders Checklist
- 5** District Emergency Codes
- 6** New Teacher Academy / New Teacher Orientation
- 7** Salary Payments & Payroll Schedule
- 8** Salary Schedule
- 9** Additional Payments
- 11** Credit for Work Experience
- 14** Sick Leave
- 15** SmartFindExpress: How to Report Absences
- 18** Teacher Induction for Effectiveness and Retention (TIER)
- 19** Teacher Contract
- 20** Instructional Transfer / Employee Self Service (ESS)
Transfer of Inservice Points
- 21** Employee Evaluations
- 24** Certification Overview /Types of Certificates
- 26** Certification Test Descriptions
- 28** Assigned Out-of-Field
- 29** Timeline for ESOL Requirements
- 31** Broward Single Sign-On
- 32** Office of Academics /
Office of School Performance and Accountability
Resources
- 33** State Competency Demonstration Checklist (CDC)
- 34** 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. The Talent Acquisition & Operations Department hopes this school year will be productive for you and your students. As a new instructional employee to Broward County Public Schools we want to ensure 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 Laura Bolte, Office Manager	s.rockelman@browardschools.com	Director
Susan Benak	Susan.benak@browardschools.com	Manager, Certification
Davida Shacter	Davida.shacter@browardschools.com	HR Administrator: Substitute Teachers
Freda Broderick	Freda.broderick@browardschools.com	HR Administrator: Elementary Education M-Z, Art, Drama
Ty Cunningham	Ty.cunningham@browardschools.com	HR Administrator: English, Social Science, Reading, PE/Health
Golda Hoff	Golda.hoff@browardschools.com	HR Administrator: Math, Science, Music
Sherry Richmond	Sherry.richmond@browardschools.com	HR Administrator: Elementary Education A-L, World Languages
Diane Rogers	Diane.rogers@browardschools.com	HR Administrator: Exceptional Student Education, Family Counselor, School Psychologist, Career Technical Education District Departments
Maria Yen	Maria.yen@browardschools.com	Analyst, Certification Reappointment, Out of Field, Summer Term and Charter Schools
Instructional Fax Number	754-321-2716	
Certification Fax Number	754-321-2717	
Application/Sub Central Inquiries		teach@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, reference forms, etc.	www.browardschools.com/teacher
Department of Education (Teacher Certification)	fldoe.org
Certification Exams, Dates and Registration	fl.nesinc.com
Employee Self Service	http://www.broward.k12.fl.us/erp

Other District Departments

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

SCHOOL CALENDAR

AUGUST				
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

SEPTEMBER				
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

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

NOVEMBER				
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

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

JANUARY				
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	

FEBRUARY				
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	

MARCH				
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

APRIL				
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			

MAY				
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

JUNE				
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

- 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: 10/18/18, 12/21/18, 2/21/19, 3/21/19, 5/9/19, 6/4/19

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". To receive your personnel number your file must be considered complete. Review your On-boarding Clearance Form for the status of your file. 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 prior to reporting to work. After you have been fingerprinted, you will receive an email from "Field Print" indicating fingerprint clearance. Contact your school to inform them of your clearance and a start date will be determined. You must also present a valid social security card.	
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 for the next NTO 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 Smart-Find Express to obtain a PIN number which allows you to report absences. If you are unexpectedly	
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 MyLearning Plan 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 http://browardstudentservices.com/child-abuse-training . Contact Yva. Deidone@browardschools.com	

SCHOOL BASED REMINDERS

Questions	Answers	Status
How will I be evaluated?	Broward Instructional Development and Growth Evaluation System (Bridges) is the tool that used to evaluate classroom/non-classroom teachers. Become familiar with these tools to develop your skills in becoming an effective teacher.	
Who is my Teacher Induction for Effectiveness of Retention (TIER) Liaison?		
Who is my TIER Mentor/Coach?		
Who is my Team Lead/Department Head?		
Where is the teacher's lounge?		
Where can I obtain the school-wide discipline plan?		
Who do I speak with if I need school supplies/essentials? (computer/lap top, text books, paper copier, calculators, etc)		
Who do I contact for Technical Support?		

DISTRICT EMERGENCY CODES

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

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

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

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

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

BLACK: Bomb Threat
Evacuate Facility.

GREEN: ALL CLEAR.

ORANGE: EVACUATE
WHEN A SITUATION WARRANTS BEYOND PREVIOUS CODES.

NEW TEACHER ACADEMY (NTA)

Teacher Professional Learning and Growth

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 four (4) days are mandatory.

Dates will be provided during the Onboarding Orientation.

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 MyLearning Plan

1. Sign in at MyLearningPlan.com
2. Search for New Teacher Academy

NEW TEACHER ORIENTATION (NTO)

Coaching and Induction

Dates will be provided during the Onboarding Orientation.

Break-out-Sessions

- BrIDGES Employee Evaluations
- When Bad things Happen to Good People - SIU/Liability
- Certification/Professional Development - Required PD-ESE; ESOL; Child Abuse
- New educator Need to Know - Benefits, Student Services, TIER Support

SALARY PAYMENTS & PAYROLL SCHEDULE

CBA, Article 19, N Salary Payments

Salary payments are directly deposited into a teacher's financial institute 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 in between are for equal amounts. Teachers processed prior to the first day that teacher's report may elect to register for Year Round Pay if they want to receive pay during the summer months. Teachers will register for this during On-Boarding Session. Teachers whose start date is after the first day that teacher's report are not eligible to register for Year Round Pay.

INSTRUCTIONAL PAYROLL SCHEDULE 2018-19 SCHOOL YEAR

Period Begin	Period Ends	Pay Date
8/6/2018	8/19/2018	8/24/2018
8/20/2018	9/2/2018	9/7/2018
9/3/2018	9/16/2018	9/21/2018
9/17/2018	9/30/2018	10/5/2018
10/1/2018	10/14/2018	10/19/2018
10/15/2018	10/28/2018	11/2/2018
10/29/2018	11/11/2018	11/16/2018
11/12/2018	11/25/2018	11/30/2018
11/26/2018	12/9/2018	12/14/2018
12/10/2018	12/23/2018	12/28/2018
12/24/2018	1/6/2019	1/11/2019
1/7/2019	1/20/2019	1/25/2019
1/21/2019	2/3/2019	2/8/2019
2/4/2019	2/17/2019	2/22/2019
2/18/2019	3/3/2019	3/8/2019
3/4/2019	3/17/2019	3/22/2019
3/18/2019	3/31/2019	4/5/2019
4/1/2019	4/14/2019	4/19/2019
4/15/2019	4/28/2019	5/3/2019
4/29/2019	5/12/2019	5/17/2019
5/13/2019	5/26/2019	5/31/2019
5/27/2019	6/9/2019	6/14/2019

SALARY SCHEDULE

Salary & Compensation

The majority of teachers work a 196 day calendar. The information contained in this handbook is based on a 196 day calendar and 7.5 work day.**

There are two salary schedules for instructional employees. 1) Grandfathered Salary Schedule and 2) Pay for Performance. All newly hired instructional employees/teachers must be assigned to the Pay for Performance Salary Schedule per Florida Statute 1012.22. Per the Collective Bargaining Agreement (CBA), Article 19, newly hired instructional employees/teachers are assigned a salary based on their acceptable years of experience up to fifteen (15) years. The salary placement is determined using the Initial Placement Chart per the CBA, Appendix E (see below).

The Years of Experience column is solely for initial placement of teachers on the Pay for Performance Schedule. Annual salary increases following initial placement shall be based upon the outcome of each teacher's overall evaluation rating and the negotiated increase. The teacher's base salary will be adjusted based on the salary increase.

For example:

- Initial Placement for a newly hired teacher is \$41,024.
- The teacher receives an effective evaluation and the negotiated increase for an effective rating is 2.6%.
- The raise would be $\$41,024 * .026 = \$1,058.824$.
- New Base Salary is \$41,082.

The percentage increase is negotiated, but, as stated in Florida Statute 1012.22, teachers rated "Highly Effective" shall receive the highest percentage annual increase available across both Grandfathered and performance-based compensation plans. Teachers rated "Effective" shall receive 50% - 75% of the salary increase awarded to Highly Effective-rated teachers.

Listed below is the Initial Salary Placement. The annual salary is based on a 196 day work calendar.

Acceptable Years of Experience	Hourly Rate	Base Salary	Salary + Cafeteria Plan*
0-2	27.7034	\$40,724	\$41,024
3	28.3959	\$41,742	\$42,042
4-7	29.0884	\$42,760	\$43,060
8	29.6796	\$43,269	\$43,569
9-10	29.9190	\$43,981	\$44,281
11	30.2653	\$44,490	\$44,790
12	30.4735	\$44,796	\$45,096
13	30.7850	\$45,254	\$45,554
14	31.0932	\$47,707	\$46,007
15	31.4040	\$46,164	\$46,464

* Cafeteria Plan

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.

**The salary of any employee employed in excess of the 196 day work year shall be computed at a daily rate of 1/196 of the employee's basic annual contracted salary times the number of days employed.

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. Payments typically begin in the teacher's 2nd check and end in April/May. Teacher's hired after the first day that teachers report, will receive an amount based on number of supplement payments remaining.

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

New Educator Professional Improvement Supplement (\$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 (See sample on page 34 - Resources).

Benefit Enhancement Plan - Cafeteria Plan (\$300)

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.

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

(Review the Collective Bargaining Agreement, Appendix F)

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.



Best and Brightest (B&B) Teacher Scholarship (\$800 - \$6,000)

B & B is a State funded program for K-12 classroom teachers as defined in FS 1012.01(2)(a). There are three opportunities for a teacher to receive this scholarship. Review the details on browardschools.com/teacher - current teachers

\$6,000

- New teacher to Broward that has an acceptable ACT or SAP Composite score
- Experienced teacher that has an acceptable ACT or SAP Composite score and received a Highly Effective Evaluation

\$1,200

- Current Broward K-12 classroom teacher that receives a Highly Effective Evaluation

\$800

- Current Broward K-12 classroom teacher that receives an Effective Evaluation

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 1. In order to receive the funds, you will complete an acknowledgement of fund form that you can access via Employee Self Service (ESS). In accepting the funds, you agree to submit copies of receipts and documentation of expenditures form for all eligible expenses to your school's designee by March. The monies are paid to you by October 1st. For additional information www.browardschools.com/teachers - current teachers

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



CREDIT FOR EXPERIENCE

INSTRUCTIONAL AND WORK RELATED

New hires and rehires employed by The School Board of Broward County are eligible to receive up to 15 years of credit for experience on the Instructional Salary Schedule for teaching experience and/or directly-related work experience. **The experience must be verified and approved prior to receiving credit.** It is the responsibility of each employee to have the experience verified upon **initial and subsequent** employment. In addition, you are responsible to verify the credit was given to you. If credit is not granted, you will receive a memo. 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.

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

Teaching (Instructional) Experience Credit

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

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

Your former employer(s) must complete the **Employer Verification of Teaching Experience** form and submit it to the 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, non-contracted part-time teacher, adjunct professor, consultant, or freelancer will not be considered for this purpose. The experience must have been completed after graduation from college and/or specialized training as a wage earner, and appropriate to the field being taught and for which certification is requested.

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

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

Your application for work related experience will be reviewed by Talent Acquisition & Operations after verification forms have been submitted by your employers. Talent Acquisition & Operations will notify you as to the outcome. If approved, your salary will be adjusted and you will receive retroactive pay.

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

Instructional employees in this category receive up to 15 years of verified salary credit and approved experience. If your experience was in a school setting, your employer must complete the **Employer Verification of Teaching Experience** form. If your experience was not in a school setting, your employer must complete the **Employer Verification of Non-Teaching Work Related Experience form and provide an official job description**.





Payroll Department

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

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

Website:

www.broward.k12.fl.us/payroll



Instructional Leaves of Absence

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

Address:

7720 West Oakland Park Blvd., Sunrise, FL 33351

Phone:

754-321-3130

Website:

www.broward.k12.fl.us/benefits/leaves



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 Broward County Public School System.



HOW TO REPORT YOUR ABSENCES 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 (754-321-0050).**

Employee Quick Reference Card

System Phone Number 754-212-8144
Help Desk Phone Number 754-321-2320
Write your Access ID here _____
Write your PIN here _____
Web Browser URL <https://broward.eschoolsolutions.com>

REGISTRATION INSTRUCTIONS FOR SMARTFIND EXPRESS

Before any features are available, you must register with the system and create a PIN. The Access ID and PIN are used for all interactions with the system.

REGISTRATION

1. Enter your **Access ID** followed by the star (*) key.
2. Enter your **Access ID** again when it asks for your PIN followed by the star (*) key.
3. Record your name followed by the star (*) key.
4. Hear your work schedule. If this information is incorrect, complete the registration and then contact substitute coordinator.
5. You will be asked to select a new PIN. Enter a PIN at least six (6) digits in length followed by the star (*) key.

SMARTFIND EXPRESS

THE SYSTEM CALLS SUBSTITUTES DURING THESE TIMES:

	Today's Jobs	Future Jobs
Weekdays	5:30 am -10:30 am	3:00 pm -10:30 pm
Saturday/Sunday	None	10:00 am -10:30 pm
Holidays	None	10:00 am -10:30 pm

REASONS FOR ABSENCE:

- Personal Illness
- TDA- Staff Development
- Personal Reasons
- Family Illness/Death in Family
- Jury Duty/Official Duty
- Campus Duty

TELEPHONE ACCESS INSTRUCTIONS

1. Enter your **Access ID** followed by the star (*) key
2. Enter your **PIN** followed by the star (*) key

MENU OPTIONS

- 1 – Create an Absence
- 2 – Review, Cancel Absence or Modify Special Instructions
- 3 – Review Work Locations and Job Descriptions
- 4 – Change PIN, Re-record Name
- 9 – Exit and hang-up

TO CREATE AN ABSENCE

1. Enter dates for the absence
PRESS 1 if the Absence is only for today
PRESS 2 if the Absence is only for tomorrow
PRESS 3 to Enter the dates and times for the absence
2. If you pressed 3 to Enter Dates and time
Enter Start Date
PRESS 1 to Accept the date offered
PRESS 2 to Enter start date (MMDD)
3. Enter the reason from page 1 followed by the star (*) key or wait for a list of reasons
4. Record Special Instructions
PRESS 1 to Record special instructions. Press the star (*) key when done
PRESS 2 to Bypass this step
5. Is a Substitute Required?
PRESS 1 if a substitute is required
PRESS 2 if a substitute is not required
6. If you **pressed 1**, a substitute is required
PRESS 1 to Request a particular substitute
Enter the substitute access ID, followed by the star (*) key
PRESS 1 to Accept requested substitute
PRESS 1 if the Substitute should be called
PRESS 2 if the Substitute has already agreed to work and does not need to be called
PRESS 2 to Bypass requesting a substitute
7. Complete Absence
PRESS 1 to Receive the job number
Record the Job Number. The Job Number is your confirmation.

TO REVIEW/CANCEL ABSENCE OR MODIFY SPECIAL INSTRUCTIONS

1. Hear the job information
PRESS 1 to Hear absence information again
PRESS 2 to Modify special instructions
PRESS 3 to Cancel the absence
2. If you **pressed 3** to Cancel the job
PRESS 1 to Confirm the cancellation request
If a substitute is assigned to the absence
PRESS 1 for the System to call the assigned substitute
PRESS 2 to Not have the system call the substitute
Once you confirm a request to cancel the job, you **MUST** wait for the system to say "**Job Number has been cancelled.**"

TO CHANGE PIN or RE-RECORD NAME

1. **PRESS 1** to Change your PIN
PRESS 2 to Change the recording of your name

WEB BROWSER ACCESS INSTRUCTIONS

SIGN IN

Open browser (**Google Chrome only**) and access the SmartFindExpress Sign In page. Enter your Access ID and PIN.

PIN REMINDER

The "Trouble Signing In" link supports users who want to log into the system, but have forgotten their PIN. When this link is selected, the system displays the PIN Reminder Request page. The user's Access ID and the security code being displayed must be entered on this page. **Note:** You must be registered with the system and have a valid email address in your profile to use this option.

PROFILE

Information

- Review profile status and address information.

Update Email

- Enter or change email address.

Change Password

- Enter your current PIN followed by a new PIN twice and click Save.

SELECT ROLE

- For multi-role employees, click on the desired icon to access another profile. No need to log out of the system and back in again!

TO CREATE AN ABSENCE

Choose the *Create an Absence* link

Important Note: Items in Bold are required to complete an Absence.

- **Select the Location**
- **Select the Classification**
 - Choose from the drop-down menu
- **Select the Reason for this absence from the drop-down menu.**

NOTE: If you select a reason that requires administrator approval, the system displays a notification that the selected reason requires approval. You can continue with the job create with this reason or choose another reason. You can also provide an Approval Comment. ***Absence Approval may not be enabled for your district.**
- **Indicate if a substitute is required for this absence**
 - Choose Yes or No
- **Select Start and End Dates for your absence**
 - Enter the dates with forward slashes (MM/DD/YYYY) or use the calendar icon
- **Select Start and End Times for your absence. Default times are listed**
 - To change defaults, enter time in HH:MM am or pm format
 - Ensure that the correct time is entered. If the times for the substitute are different than the absence times, please enter the adjusted times
- Multiple Day (Recurring) Absence.
 - Your default work schedule is shown. Remove the checkmark(s) from the Work Days boxes that do not apply to this absence
 - Modify daily schedule and/or times for absence and substitute
- Request a particular substitute
 - Enter the substitute's access ID number or use the Search feature to find the substitute by name
- Indicate if the requested substitute has accepted this job
 - Yes = substitute is prearranged and will not be called and offered the job
 - No = call will be placed and the substitute will be offered the job
- Enter special instructions for the substitute to view
- Add File Attachment(s) to the job record, if desired. Up to 3 files can be added. The attachments can be lesson plans, slides, images or other file types. Files cannot exceed the maximum per file size limit.
- **Select the Continue button**

COMPLETE! You **MUST receive a Job Number** for your absence to be recorded in the system and to receive a substitute.

TO REVIEW/ CANCEL ABSENCE OR MODIFY SPECIAL INSTRUCTIONS

Choose the *Review Absences* link to review past, present and future absences or to cancel an absence.

Follow these steps

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

From the Job Details screen

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

SIGN OUT AND WEB BROWSER INFORMATION

At any time during the session, the *Sign Out* link can be selected to end the session and disconnect from SmartFindExpress. Selecting the browser's back button or going to another site on the Internet does not disconnect the session from SmartFindExpress.

To ensure security and privacy of information, use the *Sign Out* link to disconnect from SmartFindExpress, and close the web browser when you finish with your session.

You can click the Help link to access Help Guides and How-to videos.

Important Note: Do NOT use the browser's BACK button to navigate to screens.

Navigation buttons are on the bottom of SmartFindExpress screens, such as the *Return to List* and *Continue* buttons.



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 CONTRACT



PROBATIONARY CONTRACT

FLORIDA STATUTE 1012.335

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

ANNUAL CONTRACT

FLORIDA STATUTE 1012.335



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

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

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

INSTRUCTIONAL TRANSFERS

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

Regular Transfer

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

Hardship Transfer

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

EMPLOYEE SELF-SERVICE (ESS)

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

- Enables employees to view benefits, payroll information and personal information.
- Allows employees to add/change their address, bank information (direct deposit), emergency contact information, work telephone number and email address.
- Allows instructional employees to access their teacher contract
- Enables users to find information such as place of employment, telephone number, e-mail address, etc., on any SBBC employee whose record exists in the HRMS.
- Allows employees to make their Payroll Option selection during the enrollment period.

TRANSFER OF INSERVICE POINTS

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

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

EMPLOYEE EVALUATIONS

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

For 2018-19, there are three different frameworks;

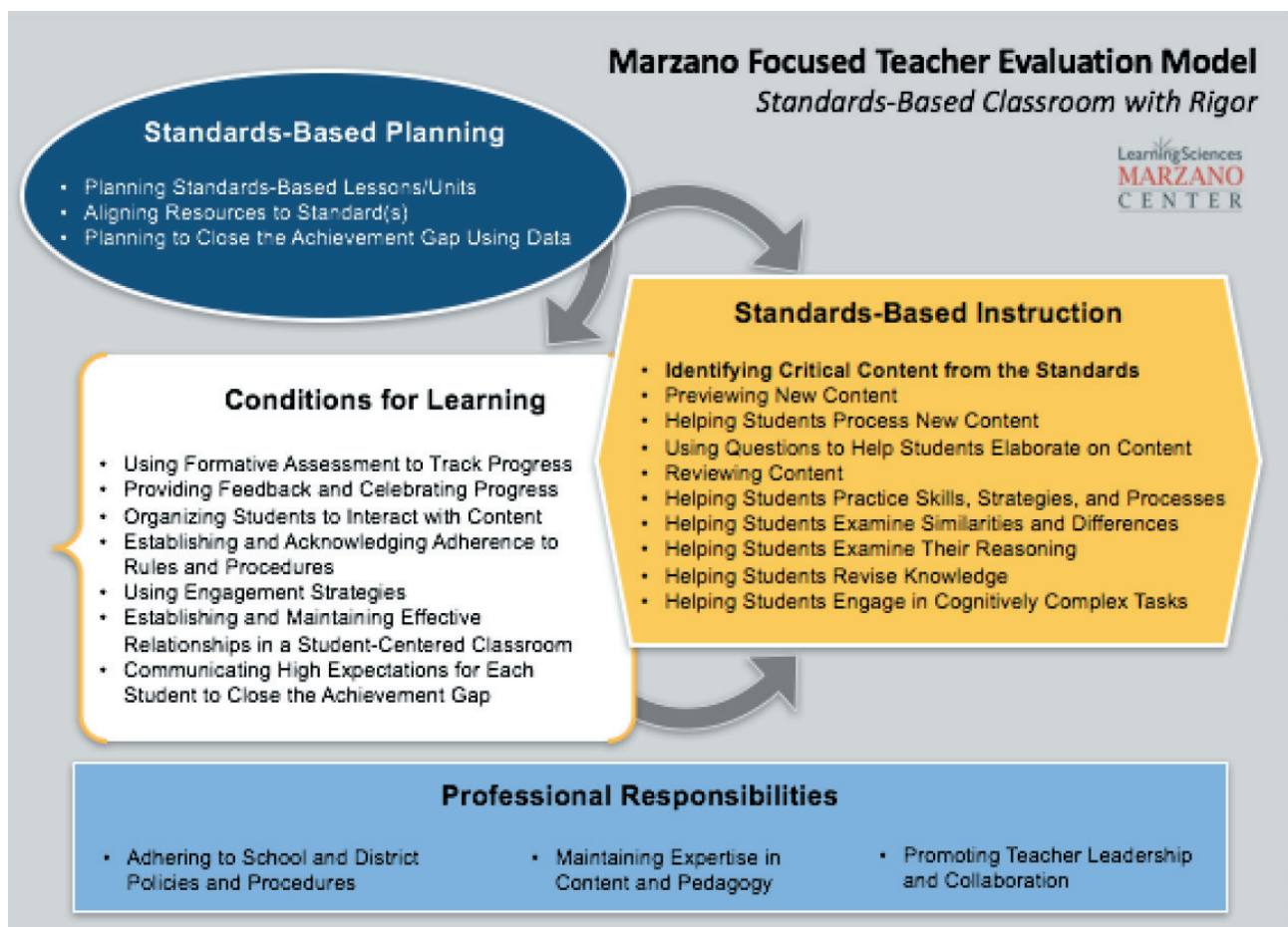
One for all Classroom Middle School teacher that are at middle school sites with 6th – 8th grade students (and Millennium 6-12 Collegiate Academy)

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)

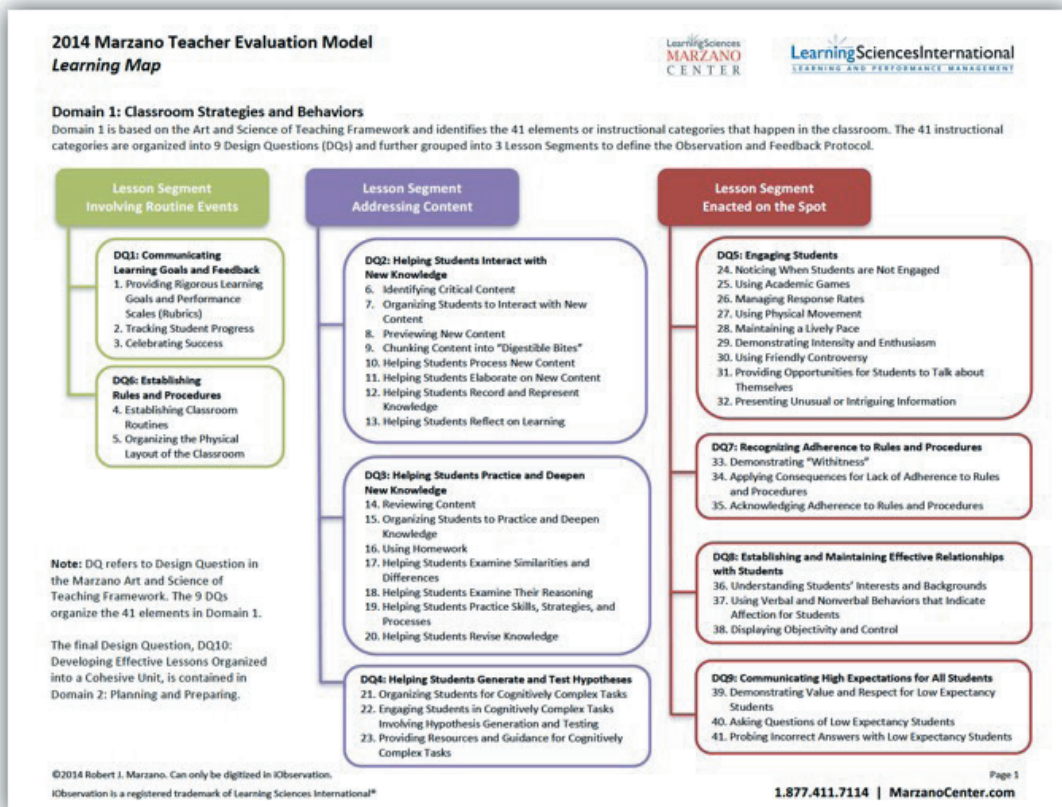
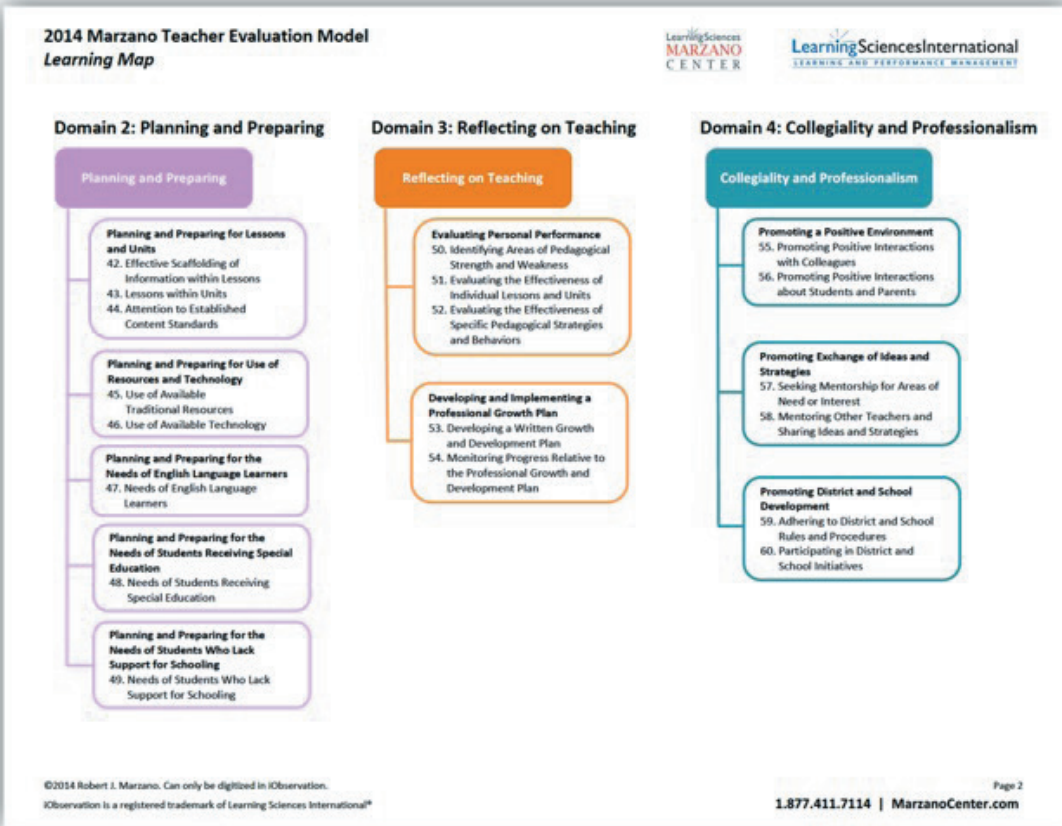
One for all Non-Classroom Teachers (based on job classifications)

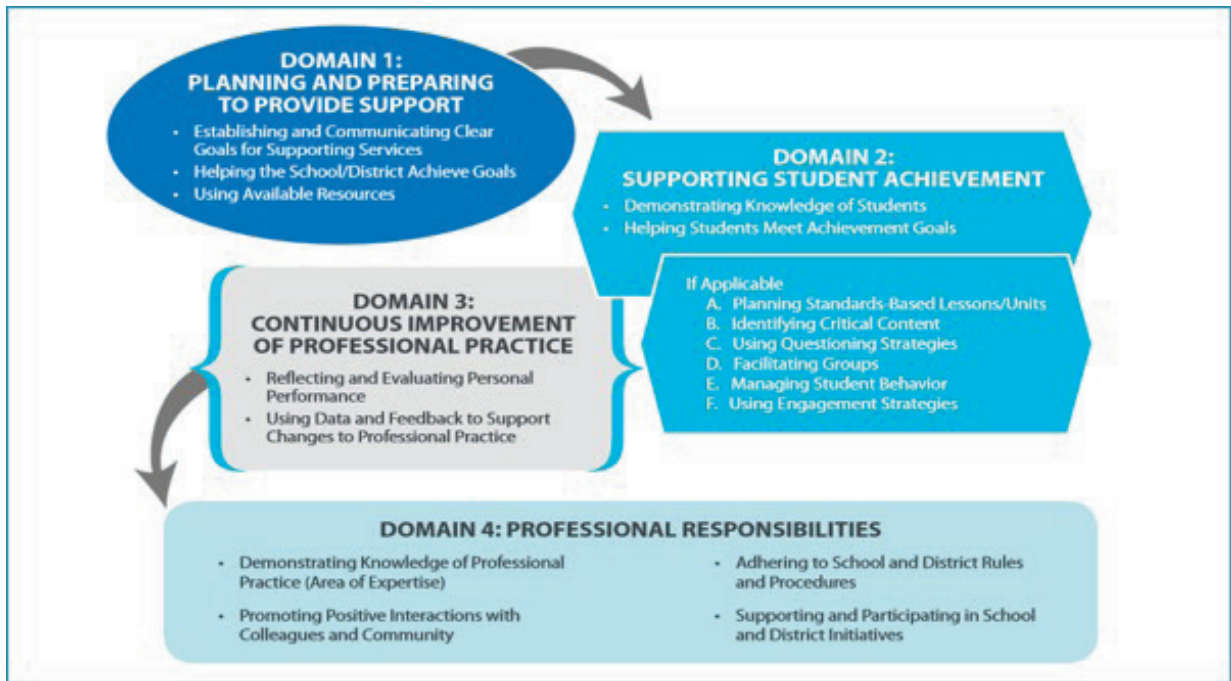
At the beginning of every school year, teachers received orientation details to the evaluation system. This includes details about ratings and annual requirements.

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



Classroom Teachers (not to include Middle Schools 6-8)





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 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, the Talent Acquisition will request issuance of your Florida teaching certificate, pending clearance of your fingerprints. You should receive access to your certificate from The Florida Department of Education within 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 the Talent Acquisition so that your records can be updated in the system.**
- You **cannot** work with an expired certificate.

TYPES OF CERTIFICATES

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

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

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

3-YEAR TEMPORARY

- This certificate allows the applicant time to complete all requirements for a professional certificate while teaching full time. Refer to your SOE for specific requirements.
- This certificate is non-renewable. Therefore the teacher must complete all requirements in order to be eligible for continued employment and upgrade to a professional certificate.
- The General Knowledge exam requirement must be met within one calendar year of the date of employment under the temporary certificate to continue employment. Individuals who have entered into their second contract year at the end of the one calendar year time period may continue to be employed through the end of the school year in which they have been contracted.
- If you take any of the Florida Teacher Certification exams, scores are automatically sent to the Florida Department of Education.
- If courses are required in the SOE, you must ensure that official transcripts are submitted to the Florida Department of Education.
- The applicant must complete a Florida approved Professional Education Competence (PEC) Program. This will be verified by your principal during your first two years of employment.
- The principal will complete the State Competency Demonstration Checklist (CDC) (See sample on page 33 - Resources) and submit to Talent Acquisition.
- To upgrade from a temporary to a professional, the teacher applies and submits the fee to the Florida Department of Education 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 those that have a valid, standard out-of-state certificate comparable to the Florida professional certificate
- A valid standard certificate issued by the National Board for Professional Teaching Standards (NBPTS).

Options for renewal include:

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

- A minimum of 120 in-service points for up to four subject areas, to include 20 points in teaching students with disabilities. Verification of inservice to the state will be provided by the district.
- Six credit hours of appropriate course work to include at least one credit in teaching students with disabilities. You must submit an official transcript to the Florida Department of Education.

Renewing your professional certificate is a three-step process:

- Submit the fee via the districts website www.browardschools.com/page/35694
- Apply online to the Florida Department of Education at www.fldoe.org/edcert
- Submit the payment confirmation to certificationrequests@browardschools.com

FLORIDA TEACHER CERTIFICATION EXAMS (FTCE) TEST DESCRIPTIONS & TIPS

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.

All information can be found at www.fl.nesinc.com.



Description of Tests

SUBJECT AREA EXAMINATION (SAE)

These exams measure content area knowledge, usually in a multiple-choice format. Certification areas excluded are Guidance, Reading, Speech/Language, School Psychologist and all Administrative coverages. These areas require coursework in addition to the subject area exam.

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

PROFESSIONAL EDUCATION (PED)

This test may be required of three-year temporary certificate holders. This multiple-choice test assesses knowledge of five content bases: personal development, appropriate student behavior, planning instruction, implementing instruction, and evaluating instruction.

GENERAL KNOWLEDGE TEST (GK)

This test may be required, and is a basic skills achievement test containing four subtests: Math (multiple-choice items), Reading (multiple-choice, passage-based items), English Language Skills (multiple-choice items) and an Essay portion. GK results must have been earned with the past 10 years to be used to meet FLDOE requirements.

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

For other options review www.browardschools.com/certification, select Florida Teacher Certification Exams (FTCE).

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

STUDY TIPS

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

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. Review the Critical Sabbatical Tuition Reimbursement application available at browardschools.com/teacher - current teachers.

College/ University/Agency	Program	Costs for Participant 2017-2018
Broward Schools 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. Acceptance Criteria: Full-time teacher of record and General Knowledge Test passing scores on all components	No cost to participants
Broward Schools 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. Acceptance Criteria: Full-time teacher of record.	Fees and course materials
Florida Atlantic University http://www.fau.edu/education/Student_Services Phone: 954-236-1028	Course by Course 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
Broward College www.broward.edu/epi Phone: 954-201-7350	Educator Preparation Institute (EPI) 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
Nova Southeastern University (NSU) http://education.nova.edu/students/current-students/academic-advisors.html Phone: 954-262-8407	Fast Track Online Graduate Courses 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
University of Phoenix https://www.phoenix.edu/programs/continuing-education/certificate-programs/education/cert-ap-s.html Phone: 844-937-8679	Offers alternative pathways for teacher certification	Current tuition, required texts, materials and fees
Sf. Thomas University https://www.stu.edu/slec/Programs/summer-teachers-certification-program.html Phone: 305-628-6764	Offers alternative pathways for teacher certification	Current tuition, required texts, materials and fees
TeacherReady www.teacherready.org Phone: 850-898-3949	Online alternative teacher certification program. 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
American Board for Certification of Teacher Excellence (ABCTE) Passport to Teaching www.abcte.org Phone: 877-669-2228 (Option 1)	Online independent study program. Participants take two tests: subject area 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.



AUTISM SPECTRUM DISORDER (ASD) OUT-OF-FIELD

OPTION 1:

The FL DOE requires 12 semester hours of coursework to obtain the ASD endorsement. However, two years of full time instructional experience in working with ASD students will count towards 6 semester hours. Within your first year of being ASD out of field, the teacher must complete six semester hours of college coursework by completing two courses outlined on the subject area requirements (a, b, c, or d) that are found at fldoe.org - subject area requirements.

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: Detailed information is available on the certification website browardschools.com/certification.

GIFTED & READING OUT-OF-FIELD

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.

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

OTHER OUT-OF-FIELD

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

ESOL TRAINING REQUIREMENTS

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

CATEGORY 1	CATEGORY 2
Assigned to teach Elementary, Reading, and/or English/ Language Arts (includes ESE teachers assigned one of the subject areas listed)	Assigned to teach Mathematics, Social Studies, Science, and/or Computer Literacy
REQUIREMENTS	REQUIREMENTS
300 in-service points, 15 semester hours college credit, or a combination of both in ESOL with a credit in: <ul style="list-style-type: none"> - Methods of teaching English to speakers of other languages - ESOL curriculum and materials development - Cross-cultural communication and understanding - Testing and evaluation of ESOL - Applied linguistics 	60 in-service points or 3 semester hours college credit in: <ul style="list-style-type: none"> - ESOL Strategies for Content Area Teachers
OR	OR
Passing Score on ESOL Subject Area Exam. Must obtain 120 in-service points or 6 semester hours of equivalent courses (must be from courses listed above) within three (3) years from the date of receipt of the ESOL certificate.	Hold ESOL Endorsement on your Florida Educators Certificate
TIMELINE	TIMELINE
<ul style="list-style-type: none"> - By April of your second year of employment, you must have completed 3 semester hours or 60 in-service points - By Year 3 › 6 semester hours or 120 in-service points - By Year 4 › 9 semester hours or 180 in-service points - By Year 5 › 12 semester hours or 240 in-service points - By Year 6 › 15 semester hours or 300 in-service points <p>Deadline to have training completed for each school year is by the end of April.</p>	By April of your second year of employment you must complete the requirements above.

NOTES

- 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 6 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 or II	Assigned as a Guidance Counselor or School Administrator
REQUIREMENTS	REQUIREMENTS
18 in-service points or 3 semester hours college credit in: <ul style="list-style-type: none"> - Issues & Strategies for Teaching LEP Students 	60 in-service points or 3 semester hours college credit in: <ul style="list-style-type: none"> - ESOL Training for Administrators or ESOL Training for Guidance Counselors (whichever is appropriate to the assignment)
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.

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. Please speak with your site technology specialist or technology liaison, or contact the Service desk at 754-321-0411.

Two Steps to a Safer SSO

Visit sso.browardschools.com

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

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

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

Click **Sign In**.

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

Click **Save**.

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

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

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

Step 2) CHANGE YOUR PASSWORD

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

Click Security Questions, then select Continue

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

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

Elementary School – 4 Characters

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

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

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

Passwords cannot contain your username, first or last name



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](https://browardcountyschools.sharepoint.com/sites/Intranet/Academics/SitePages/Home.aspx) 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](https://browardcountyschools.sharepoint.com/sites/Intranet/Academics/SitePages/Home.aspx) page for additional information at:
<https://browardcountyschools.sharepoint.com/sites/Intranet/Academics/SitePages/Home.aspx>

RESOURCES

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) _____

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.



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

The School Board of Broward County, Florida

Nora Rupert, Chair
Heather P. Brinkworth, Vice Chair
Donna P. Korn
Robin Bartleman
Ann Murray
Patricia Good
Abby M. Freedman
Dr. Rosalind Osgood
Laurie Rich Levinson

Robert W. Runcie
Superintendent of Schools