

**APPENDIX “A”**  
**NON-DEGREED VOCATIONAL TEACHER**  
**QUALIFICATION AND TRAINING REQUIREMENTS**  
**(Reference 6GX-10-2.09)**

- A. Non-degreed vocational instructional personnel employed by the School District of Clay County shall meet the qualifications and training requirements as outlined herein as authorized by Section 1012.39, Florida Statutes.
  
- B. Non-degreed vocational instructional personnel are those staff members whose qualifications are established on the basis of occupational expertise in the non-degreed areas of Agriculture, Business, Health Science, Family and Consumer Science, Industrial, Marketing and Public Service Education based primarily on successful occupational experience rather than academic training, and who are assigned to teach only those vocational courses which the Florida Department of Education Course Code Directory specifies Non-Degreed Vocational Instructor as the appropriate infield certification area. The qualifications, application and employment procedures for part time non-degreed vocational teachers are the same as those outlined below:
  
- C. Qualifications for initial temporary district certification as a non-degreed vocational teacher in the School District of Clay County are as follows:
  - 1. Fingerprinting: A complete set of fingerprints shall be submitted, approved and cleared in the same manner as required for non-instructional personnel by Section 1012.32, and 1012.39, Florida Statutes.
  
  - 2. Occupational/Educational Qualifications: The teacher must hold at least a high school diploma, or the equivalent based on general education development test or other achievement tests approved by the state board, which establishes the equivalency for a high school diploma, (and establishes the minimum) competency in the area of assignment based on the following criteria:
    - a. Occupational/Educational Qualifications shall be established in the area of assignment by one of the plans specified below:
      - 1) Plan One: Must possess at least six (6) years of full time occupational experience or the equivalent in part time experience in the occupational field of the teaching assignment; or
  
      - 2) Plan Two: Must possess a minimum of two (2) years of full time occupational experience or the equivalent in part time experience in the occupational field of the teaching assignment combination with one of the options listed below:
        - a) A bachelor’s or high degree. The degree must have been completed at an accredited institution as specified in Rule 6A-4.003, FAC, with an undergraduate or graduate degree major related to the instructional assignment; or
  
        - b) Thirty six (36) semester hours of college credit. The college credit must have been earned at an accredited institution as specified in Rule 6A-

4.003, FAC, in skills or theory courses related to the instructional assignment; or

- c) Successful completion of a program of training. The training program must be specific to the area of assignment and completed at post-secondary vocational or technical institution approved by the state board or vocational education in the state where the institution is located; or
- d) A valid certificate, registration, or license, which was issued by a recognized city, county, state, or national credentialing agency in an area specific to the area of assignment. The appropriateness of credentials and credentialing agencies will be evaluated by the Director of Applied Technology and/or the Local Occupational Advisory Committee; or
- e) A certificate of completion of an apprenticeship as established by the United States Department of Labor, the Florida Department of Labor, or any state apprenticeship department, which is specific to the area assignment; or
- f) Thirty (30) semester hours of college credit. The college credit must have been earned by the occupational competency tests (NOCTI tests) in the area of assignment at an institution, which is approved by the vocational educational section of the state department of education in the state where the institution is located; or
- g) A written verification of the candidate's occupational competency. The verification of occupational competency shall be assigned by the district Director of Applied Technology and the chairperson of the occupational advisory committee, specific to the area of assignment. The verification shall include a listing of all current members of the advisory committee and verification that the candidate was endorsed by a majority of the membership.

b. Other Requirements:

- 1) Occupational experience shall be gained as a wage earned after sixteen (16);
- 2) The occupational experience shall be verified by former employers. In the case of self-employment, experience in a family-owned business, or experience at a firm no longer in business, the experience shall be verified by an individual knowledgeable of the applicant's service. Employment verification shall not be accepted from the applicant or family members. The verification shall be provided on business stationery or by a notarized affidavit(s). Such verification shall specify the dates of employment, job title(s), and whether such experience was full time or part time. When employment was part time, the number of hours worked per week shall be included;
- 3) When occupational credentialing is required for approval of the program to which the teacher is to be assigned or for programs in which students are expected to attain an appropriate level of employment, the teacher applicant shall be required to present the appropriate valid certificate, registration, or license described in subparagraph C, 2, a, (2), (d) above; and

- 4) Recency of experience or training shall be required in the occupational field of the teaching assignment as follows:
  - a) At least ~~six (6) weeks~~ **one (1) year** of occupational experience gained within the five (5) year period immediately preceding the date of application for district certification; or
  - ~~b) At least three (3) semester hours of college credit earned within the five (5) year period immediately preceding the date of application for district certification. The college credit shall be earned at an accredited institution as specified in Rule 6A-4.003, FAC, and shall be completed in skills or theory courses related to the instructional assignments; or~~
  - e) **b)** Completion of a vocational training program as described in subparagraph C, 2, a, (2), (c) above, or completion of an apprenticeship program as described in subparagraph C, 2, a, (2), (e) above within the five (5) year period immediately preceding the date of application for district certification; or
  - ~~d)~~ **c)** One (1) year of successful teaching experience in the program area of assignment during the five (5) year period immediately preceding the date of application for district certification.

D. Local Occupational Advisory Committees

1. The Director of Applied Technology may appoint local occupational advisory committees consisting of three to five members, at least three of which include a teacher in the occupational (a closely related) field, one district or school based administrator, and one member of the occupational field selected from local industry. The chairperson will be selected by the Director. The membership will change with the occupational area under consideration. All members on the committee will have a vote, with decisions being made by a majority vote of the members present.
2. The Clay County Occupational Advisory Committees will meet, when directed by the Director of Applied Technology and the Director of Instructional Personnel Services, to evaluate the acceptability of occupational experience required for issuance of an initial three year Clay County Non-Degreed Vocational Certificate. The written recommendation for issuance of an initial district issued certificate will be signed by the Director of Applied Technology and the chairperson of the Occupational Advisory Committee. The written recommendation shall include a listing of all current members of the advisory committee and verification that the candidate was endorsed by a majority of the membership. Action of the committee will be taken pursuant to Florida Statutes 1012.39 and the policies of the School District of Clay County.

E. Categories of District Certification

1. Temporary. A teacher shall be considered to have met minimum qualifications for initial certification as a non-degreed vocational teacher for a period not to exceed three (3) years, or a period of time established by the State Board of Education, when basic qualifications, as outlined in Section C above, have been successfully met and the individual employed by the district. This time period may be extended by a period not to exceed two (2) years under extenuating circumstances in accordance with 6A-4.004, FAC, and as defined below:

a. Extenuating Circumstances:

Up to two additional one-year nonrenewable certificates may be issued to an applicant when serious illness, injury or other extraordinary extenuating circumstances beyond the control of the applicant prevented completion of requirements. The certificate shall be issued when the following conditions are met:

- 1) The applicant completes the application requirements as specified in Appendix C, and
  - 2) The Florida District School Superintendent or the chief administrative officer of a state supported or nonpublic school submits a written request for issuance of the certificate that explains the extenuating circumstances. In case of illness or injury, a physician's written verification shall be submitted.
2. Regular: A non-degreed vocational teacher shall be considered to have met the requirements for full certification for a period not to exceed five (5) years when the individual has successfully met requirements outlined in sections C, D and G, 1 below.

F. Terms of Continued Certification

1. Requirements for Regular District Certification: The non-degreed vocational teacher will be required to complete the following to meet the district qualifications for regular district certification for a five year period:
  - a. During the first full year of employment, the teacher will participate in an orientation program comparable to the Teacher Induction Program as required for certificated teachers in the district.
  - b. The teacher must successfully complete one of the plans specified below.
    - 1) Plan One. Must complete twelve (12) semester hours of college credit in education as specified below:
      - a) Three (3) semester hours in Principles of Vocational - Technical Education;
      - b) Three (3) semester hours in Vocational Instruction Evaluation;
      - c) Three (3) semester hours in Special Methods in Vocational–Technology Education. The methods course shall include course construction, lesson planning, and management and safety procedures for the vocational classroom and laboratory; ~~and~~
    - and one (1) of the following:
      - d) Three (3) semester hours in Introduction to Vocational Special Needs Education.
      - e) Three (3) semester hours in Selection and Guidance of Vocational Students.

- f) Three (3) semester hours in Cooperative Education.

NOTE: Any alternative or substitution to the courses listed above must be done with prior approval of the Director of Applied Technology and the Director of Instructional Personnel Services.

- 2) Plan Two: May complete a district vocational teacher education program, which is approved as part of the District Master In-service Plan. The program must include in-service components submitted by the Director of Applied Technology and subsequently approved as part of the District Master In-service Plan and contains a minimum of 240 in-service points, which are equivalent to twelve (12) semester hours.

2. Maintaining Certification

- a. The non-degreed vocational teacher who has obtained the regular district certification may renew the certificate in accordance with State Board Rules for other full time instructional personnel by the completion of a minimum of six (6) semester hours of college credit, ~~which shall include three (3) semester hours specific to each area of the teaching assignment(s) before the expiration of the five year regular certificate.~~ to include at least one (1) semester hour in teaching students with disabilities (SWD) during each five year renewal period. The non-degreed vocational teacher may participate in the District Master In-service Plan to earn an equivalent amount of in-service points as other full time instructional personnel in lieu of the college credits.

3. Removal of Certificate

- a. When the Superintendent has cause to believe that a holder of a certificate issued by the district is guilty of any offense specified in 6GX-10-2.17, and investigation shall be conducted in accordance with 6GX-10-2.17.
- b. Should such an investigation result in a finding of probable cause, the Superintendent may issue an order revoking or suspending the certificate.
- c. The certificate holder shall be advised of the charges and of the findings and may appeal the decision of the Superintendent in accordance with the Administrative Procedures Act, Chapter 120, Florida Statutes.
- d. Suspension or revocation of a certificate or the non-renewal of a certificate shall constitute cause for termination of employment.

(Amended: 06/20/06)(Amended -/-/2019)

**APPENDIX “B”**  
**ADULT/COMMUNITY EDUCATION**  
**QUALIFICATION AND TRAINING REQUIREMENTS**  
**(Reference 6GX-10-2.09)**

I. Full Time Adult Education Instructors

Instructional personnel who are employed by the Clay County School Board to teach full time in the Adult Education Program shall hold a valid full time Florida Educator’s Certificate issued by the State Department of Education in the area of assignment and shall be governed by the same school board policies as other full time instructional personnel.

II. Part Time Adult Education Instructors

Certified instructional personnel who are employed to teach part time in the Adult Education Program shall be employed as part time instructional personnel in compliance with Section 1012.39, Florida Statutes. A position shall be considered part time when the individual is employed for no more than 99 days or 450 clock hours during one school year in accordance with Section 1000.21, Florida Statutes.

- A. A district credential will be issued for those personnel who do not have a Florida Teaching Certificate. Community Education fee based teachers are not required to have a Clay County credential or a Florida Teaching Certificate.
- B. The district superintendent or designee shall insure that each candidate for employment in a part time instructional position in an Adult Education Program meets minimum requirements for employment and shall maintain records of such information in the candidate’s personnel file.
- C. Qualifications – To be eligible for district certification as a certified part time instructor in an adult education program in the School District of Clay County, the teacher applicant must complete the following requirements:
  - 1. Fingerprinting: A complete set of fingerprints shall be submitted, approved, and cleared, in the same manner as required for instructional personnel by Section 1012.32 and 1012.39, Florida Statutes.
  - 2. Educational Qualifications:
    - a. The certified adult education teacher must hold a bachelor’s or higher degree with an undergraduate or graduate degree major in the areas of assignment or hold a bachelor’s or higher degree in another area and meet the certification rules as established by the Florida Department of Education. The degree or college credit must have been completed at an accredited institution as specified in Rule 61-4.003, FAC.

- b. A non-degree part time vocational teacher employed in Adult Education must meet the same requirements for employment as indicated in Clay County School Board Policy regarding employment of full time non-degreed vocational teachers (see Appendix A).
- D. Application Procedures: The application procedures for part time teachers in the Adult Education Program shall be the same as the procedures for full time instructional personnel in accordance with School Board Policy. However, an application for a Florida Teaching Certificate shall not be required.
- E. Employment Vacancies and Selection Procedures: The School District of Clay County is an equal employment opportunity business. Vacancies are posted by the Supervisor of Adult/Community Education as they occur.
- F. Terms of Employment: Part time instructional personnel shall be employed according to School Board Policy for the employment of full time instructional personnel, except that they shall not be entitled to contractual status.
- G. Salary: The salary for part time instructional personnel employed by the Board shall be in accordance with the salary schedule adopted by the School Board for adult education teachers. Other providers may be contracted in keeping with School Board Policy 2.04E.
- H. Terminations
  - 1. Resignation: Part time instructional personnel shall adhere to the resignation policy established by the School Board for full time instructional personnel.
  - 2. Suspension/Dismissal: A part time teacher in the Adult Education Program may be suspended or dismissed at any time during the work year pursuant to the provisions set forth by the School Board for other teachers.
  - 3. Discontinuation of Positions: A part time teacher in the Adult Education Program shall be governed by School Board Policy established for certificated part time instructional personnel.
- I. Fulfillment of the adult education contract is contingent upon sufficient class enrollment as determined by the Supervisor of Adult/Community Education.

**APPENDIX “C”**  
**NON-DEGREED JUNIOR RESERVE OFFICER (JROTC) INSTRUCTOR**  
**QUALIFICATIONS AND TRAINING REQUIREMENTS**  
**(Reference 6GX-10-2.09)**

A. Junior Reserve Officer (JROTC) Instructors shall be employed by the Clay County School Board based upon qualifications and training requirements as outlined herein as authorized by section 1012.55, Florida Statute.

B. Qualifications

To be eligible for appointment to a full time Junior Reserve Officer’s Training Corps instructional position, a person must meet the following requirements:

1. Background clearance through fingerprinting shall be completed in the same manner as required for certificated personnel 1012.32.
2. Hold at least a high school diploma or the equivalent, if required by the specific service agency. The senior JROTC Instructor may be required to document attainment of a Bachelor’s Degree, if required by the specific service agency.
3. Verification that the applicant is retired from active military duty pursuant to chapter 102 of Title 10, U.S.C.
4. Document that the applicant was a commissioned or non-commissioned military officer at the time of official separation from active military duty with an exemplary military record.
5. Satisfy criteria established by the appropriate military service and be certified by the service as a Junior Reserve Officer Training Instructor.

C. Issuance of Professional District Certificate

1. Full time Junior Reserve Officer Training instructional personnel shall apply and qualify for a professional district certificate issued by the Clay County School Board covering Junior Reserve Officer Training Corps (JROTC)- if all qualifications are met.

a. The initial JROTC certificate issued shall be valid for three school years with a validity period from July 1<sup>st</sup> to June 30<sup>th</sup>.

~~b. A full time JROTC certificate valid for five school years will be issued when the following requirements are met:~~

~~1) Completion of two years full time successful teaching.~~

~~2) Three (3) semester hours in psychology of adolescent development.~~

~~3) Successful completion of the Teacher Induction Program.~~



D. Requirements for Renewing Certification

1. The instructor shall provide documentation of successfully completing the training required during the certificate five-year validity period by the branch of the military linked to the JROTC program to which the teacher is assigned. With this documentation the JROTC instructor be issued an additional five-year vocational professional certificate by the school district, or
2. ~~The instructor shall provide documentation of successfully completing six (6) semester hours of pre-approved college courses or the equivalent (120 hours) of in-service points.~~  
The instructor who has obtained the professional district certification may renew the certificate in accordance with State Board Rules for other full time instructional personnel by the completion of a minimum of six (6) semester hours of college credit to include at least one (1) semester hour in teaching students with disabilities (SWD) during each five year renewal period.

E. Teaching assignments in addition to instruction of JROTC

1. If such an instructor is assigned instructional duties other than Junior Reserve Officer Training, he or she shall hold the certificate required by law and rules of the state board for the type of service rendered (S. 1012.55).

(Amended: 06/20/06)(Amended -/-/2019)