

SECTION II HUMAN RESOURCES

2.01 DEFINITIONS

- A. Instructional personnel are teachers who are required to hold current teaching certificate in the State of Florida or who are licensed by the State of Florida as required by State Board Rules and who are directly or indirectly engaged in an instructional capacity. These teachers include counselors, librarians, specialists and others assigned to schools or to various Central Office departments whose functions are tied to the delivery of instruction to students.
- B. Administrative Personnel are those assigned responsibility for administrative direction and instruction supervision or for responsibility as an administrative or supervisory head of a support activity, non-instructional activity, or district-level function. Administrative Personnel may be assigned to school-based positions or to positions within the Central Office or Support Offices.
- C. Support personnel are those referred to in Florida Statutes as educational support employees. Such an employee is employed as a teacher aide assistant, a member of the transportation department, a member of the maintenance or operations department, a member of food service, a secretary, or a clerical employee, or any other non-administrative employee who is not required to hold a teaching certificate or license as described in A above.
- D. Benefits, as used in this policy, include rewards accruing to the employee such as leaves and insurance opportunities provided by these policies and the applicable master contract(s) and social security and retirement contributions required by Florida Statute and State Board Rules.
- E. Regular employees are those personnel who are employed by contract and whose terms of usual employment are expected to be at least the normal length of a contract year for the respective job category and which job position normally is expected to carry over into a succeeding year. Full-time regular employees are entitled to all benefits provided by the School Board. Full-time employees are those who are contracted for a six-tenths (.6) or greater allocated positions or for six-tenths (.6) or more of each consecutive normal day for the allocated position during the contracted period. Employees doing job sharing (contracted on a .5 contract plus 1 day) work ninety-nine (99) days, entitling them to gain credit for one (1) year of experience.
- F. Temporary employees are those personnel employed by the Superintendent, but not appointed by the School Board, who are employed during a peak-load period, the duration of which is normally limited to two months and may be for a work day of less than that which is usual for the particular job category. No contract, leave or insurance benefits shall be available to these employees.
- G. Part-time employees are those personnel employed by contract for less than a .6 allocated position. Part-time employees are not entitled to leave with pay (other than Professional

leave, Leave for Contagious Disease or Temporary Duty Elsewhere leave) or to insurance benefits.

- H. A substitute employee is one whose employment is on a day-by-day basis, but normally not for an extended period of time. Substitutes may be employed at the discretion of the Superintendent during the temporary absence of a regular employee or during a peak-load period. A substitute employee is not entitled to a contract, leave or insurance benefits.
- I. A Long Term Substitute teacher is one whose employment is on a day-to-day basis in the same position for an extended period of time (11 to 60 working days or as approved by the Superintendent). Long Term Substitutes may be employed at the discretion of the Superintendent during the temporary absence of a regular employee. They are not entitled to contracts, leave or insurance benefits, but must have at least a Bachelor Degree recognized by an approved accrediting agency.
- J. An Interim teacher or administrator is one whose employment is contracted in the same position for an extended period of time (over 60 working days, or as approved by the Superintendent). Interim teachers or administrators may be employed at the discretion of the Superintendent during the temporary absence of regular employees or to fill vacant positions. Interims must meet the same requirements for the position as the regular employee. They are entitled to receive contracts and, if full-time, are eligible to accrue and receive normal benefits afforded regular employees under these policies. The interim teacher or administrator must have a Florida Educator's or district-issued certificate.
- K. Limited contract employees are support employees, recommended by the Superintendent and appointed by the Board, whose terms of employment are expected to be less than the minimum for a regular employee but normally for more than thirty (30) days. This type of employee shall receive a contract and be eligible to accrue and receive benefits with the exception of annual leave and extended leave. In the case of a limited contract employee assigned to a twelve (12) month position, should such limited contract employee subsequently be appointed as a regular employee (.6 allocation or greater) without a break in service in the same twelve (12) month job category, annual leave shall accrue from the date of hire as a limited contract employee.

(Ref. F.S. 1012.22; 1012.40; 1000.21) (Adopted: 1-8-81)(Revised: 2-17-94, 12-14-95, 4/20/00,00/00/00)

2.02 APPLICATION/RECRUITMENT

A. Application

Application for a position with the Clay County School Board shall be made ~~on a form provided by the Division of Human Resources~~ on-line from the District website.

Discrimination in any phase of the employment of personnel, on the basis of race, religion, color, sex, marital status, age, national origin or disability, is expressly prohibited by the Clay County School Board.

B. Application Screening

- 1. Evaluations will be secured from references and other information shall be required as necessary to substantiate qualifications. Interviews with the applicant may be required before employment. All applicants for a position with the School Board

shall have a completed application ~~on file in the Division of Human Resources~~ on-line prior to consideration for employment.

2. Fingerprinting and background checks will be as follows:
 - a. Fingerprint/background checks shall be conducted on all prospective employees of the School Board, including substitute and part-time, in accordance with the regulations of the State of Florida and Clay County School Board Rule. The cost of such initial fingerprint/background checks shall be borne by the applicant, except that, the School Board shall bear the cost of fingerprint/background processing for initial employment of support substitute personnel, part-time supplemented positions, non-paid student records volunteers, part-time Adult/Community Education teachers and temporary part-time teachers. If the applicant/employee does not meet the requirements of the Department of Education and the Clay County School Board, any contract issued and any pay processed shall be terminated immediately. Former employees, including substitutes who terminate employment, must be re-fingerprinted.
 - b. Effective July 1, 2004, all Clay County School District employees must be fingerprinted and background checked through the Florida Department of Law Enforcement (FDLE) and the Federal Bureau of Investigation every five years. The initial and renewal cost of the fingerprint processing of current employees will be paid by the Clay County School District.
 - c. Fingerprint/Background checks will also be conducted for any contracted agency personnel or contracted individuals who are ~~in~~ permitted access on school grounds when students are present, who have direct contact with students or have access to, or control of, school funds. The cost will be borne by the contracting agency or individual.
 - d. Fingerprint/Background checks will also be conducted for all student teachers, pre-intern teachers and college/university field experience students. The cost of fingerprinting will be borne by the individual.
 - e. Volunteers/Mentors, who may be in close, unsupervised contact with students, must have a fingerprint/background check. The cost for such a check shall be borne by the individual or the agency, with which the volunteer/mentor works.
 - f. Fingerprint/Background checks shall be secured from the Florida Department of Law Enforcement (FDLE) and/or other appropriate law enforcement agencies on any prospective employee. All prospective employees or volunteers shall have their name checked against the FDLE internet sexual predator/sexual offender list.
 - g. Applicants or probationary employees who are not employed or are terminated because of their criminal records shall have the right to appeal such decision. ~~Each such person must be notified~~ The District will notify the applicant, in writing, of the problem and of his/her status, and He/She will have the opportunity to send a written explanation of the problem along with official court documents and other requested information and may request an

appointment with the Director of Support or Instructional Personnel Services. The decision of the administration shall be final.

3. Applicants for positions which require the individual to drive a School Board vehicle shall, prior to being recommended for a position, provide their seven-year driving history which verifies compliance with the minimum safe driving standards approved for the appropriate job description. The applicant shall bear the cost of the driving history records.
4. Drug screening shall be required for all support applicants and administrative personnel prior to employment and for all support substitutes prior to approval for use at the expense of the School Board. Former employees who were previously cleared by these drug screening requirements must submit to drug screening upon reemployment if their separation from the Board exceeded ninety days. Such reemployed persons shall bear the cost of the drug screening.
5. The School Board shall bear the cost of required initial physical examinations for applicants as specified by law and as follows:
 - a. Applicants for positions for which a drivers license is required.
 - b. Applicants for positions which involve assigned responsibility of operating or repairing motor vehicles or other motorized equipment.
 - c. Applicants for positions involving the handling of food or pesticides.
6. Principals and District Level Department Heads shall work with the Assistant Superintendent for Human Resources in making recommendations of qualified teacher and support applicants for openings to the Superintendent of Schools, ~~in accordance with the above criteria.~~ An Interview Reaction form shall be completed by the applicant and the Principal or District Level Department Head for each applicant considered. The supervisor shall maintain the completed form as required by Records Management policies and statutes.

No applicant may be recommended as a regular or interim teacher or as a regular or limited contract support employee unless that applicant has been ~~placed in the pool of qualified applicants~~ screened and approve as recommended by the Human Resources Division. Except as required by Veteran's Preference laws, supervisors are not bound in their recommendations by any order of applicant listings, ~~in the pool(s).~~ Rather, Principals and Department Heads are expected to identify the best match, from among qualified applicants, for the position available.

7. A former Clay County employee, or Clay County School Board member, who was elected immediately after his/her last teaching, administrative or work assignment in the district, shall be considered for a teaching or support position in Clay County if he/she: has completed an on-line application and, if applicable, transcript(s) (official or microfilmed) on file; received a satisfactory rating on the last performance evaluation conducted in Clay (if applicable); was recommended for reappointment by his/her last Clay County administrator (if applicable); presents a satisfactory reference, on the required form, from his/her last Clay County administrator; and has not been separated from Clay County for more than two years.

8. An employee who has served as an Interim Under Contract teacher or as a Limited Contract employee, has met the minimum standards required for ~~pool-eligibility hire~~ and has a complete application ~~on file~~ shall be required to submit only a satisfactory reference completed by his/her Clay County supervisor in order to be considered for regular employment as a teacher or support employee. This exemption from other application requirements shall be valid for the current and next school year only.
9. A former Clay County teacher or support employee who received a satisfactory evaluation, but was not recommended for reappointment for the following year, shall not be considered for reemployment for one year. Subsequently, the individual may be considered only if a current on-line application, with all required documentation, is submitted and all minimal pool requirements are met.
10. A former Clay County teacher or support employee who received an unsatisfactory performance evaluation from his/her last Clay County supervisor will not be considered for reemployment in Clay County until a new, complete on-line application is submitted, including a references documenting satisfactory performance subsequent to Clay County employment. A former Clay County teacher or support employee who received an unsatisfactory evaluation and was not recommended for reappointment by his last Clay County supervisor shall not be considered for reemployment in the district, except as directed by the Superintendent.
11. Any exceptions to these requirements, due to extenuating circumstances, must be approved by the Superintendent. No other exceptions shall be made to these procedures.
12. All applications for employment shall remain active for a period of one year following the date of initial on-line application and may be reactivated upon written notification by the applicant to the Human Resources Division prior to the expiration of the current application period. If an on-line application is inactivated, it must be updated when reactivated a new application, including a references and official transcripts, will be required before an applicant will be considered for employment. In no case shall an applicant be considered for employment based on an application that is older than two years.
13. Prior to payment of salary, all nominated candidates for positions shall report to the Division of Human Resources for a pre-employment meeting to complete required paperwork. When requirements have been completed for employment, a contract may be offered with the approval of the Superintendent. The Superintendent shall make his nomination at the next regular School Board meeting, but final employment shall rest with confirmation of the School Board.
14. Once an employee has been appointed by the School Board, the employee may be released from contract only through regular resignation or leave procedures or as provided by law.
15. Applicants and employees' eligibility under Section 504, or the Americans with Disabilities Act, and their need for reasonable accommodation, shall be determined on a case-by-case basis. Employment opportunities shall not be denied to applicants or employees with a disability unless reasonable accommodations cannot be

provided due to undue hardship or the presence of direct threat to the health or safety of the applicant/employee or others.

C. Recruitment

Activities which relate to the recruitment or applicants for all positions shall be coordinated by the Division of Human Resources. Administrators, central office administrators, and principals are expected to actively assist in recruiting activities and assistant principals, vice principals and other certificated staff may be utilized in such activities as needed. Adjustments will be made to recruitment activities to ensure that they do not have the effect of screening out potential applicants with disabilities.

Recruitment activities shall include participation in recruitment fairs, visitations on college campuses, interviewing at other school districts, meeting and conferencing with student teacher interns, advertising in newspapers and magazines, providing information to recruits about the school district and surrounding area, providing promotional material to college placement offices and/or recruits, and all related travel pertaining to such activities.

Recruitment activities shall be funded by the General Fund and expenditures shall be authorized in accordance with the approved budget.

Emphasis shall be placed on the recruitment of teachers in critical shortage areas as identified in the Division of Human Resources Comprehensive Plan and of persons in areas requiring special skills or in other areas of critical shortage as specified by the Assistant Superintendent for Human Resources in consultation with the Superintendent.

Recruitment travel itineraries shall be submitted to the Assistant Superintendent for Human Resources for his/her review and approval, and to the Superintendent for final approval. The School Board shall be advised of such approval and shall have final approval authority unless recruitment was previously approved as part of the Division of Human Resources Comprehensive Plan.

D. Conflict of Interest

1. Employees shall not be transferred or assigned to a position where a conflict of interest shall be created. A conflict of interest shall exist whenever the activities of an employee are under the supervision of a close relative.

A "close relative" shall be defined as the first degree of kindred: husband, wife, father, mother, brother, sister, son, daughter, and in-laws of the same degree.

2. This section shall be effective July 1, 1993, but shall not apply to supervisory relationships existing on that effective date.

(Ref. F.S. 1012.22; 1012.27; 1012.32; 1012.56)(Adopted: 01/08/81)(Amended: 10/14/82, 12/13/84, 04/10/86, 01/08/87, 01/21/88, 01/19/89, 11/21/89, 04/19/90, 04/18/91, 07/18/91, 09/19/91, 06/15/93, 02/17/94, 01/18/96, 01/21/99, 12/16/04, 00/00/00)

2.03 POSITION AVAILABILITY

- A. All regular employment positions and supplemental positions shall be allocated by the School Board. Such allocations must be recommended by the appropriate division head and Deputy Superintendent to the Superintendent prior to the Superintendent's recommendation to the School Board for their consideration and approval.
- B. No allocation shall be approved unless supported by a job description with job locator code, description of duties and qualifications. Each job description shall be submitted to the Human Resources Division for review and approval prior to submission to the School Board for its final approval.
- C. Positions which have been authorized by the School Board and which are available must be posted in all schools as required by the applicable collective bargaining agreement.

(Ref. F.S. 1012.27) (Adopted: 01-08-81)(Amended: 12-13-84, 01-18-96)

2.04 EMPLOYMENT PROCEDURES FOR TEACHERS

A. EMPLOYMENT

- 1. The minimum requirements to be employed as a teacher in Clay County shall include meeting the minimum standards as prescribed by state law and as outlined below.
- 2. Applicants for teaching positions in the Clay County Schools shall be required to file ~~for an on-line application at the Human Resources Division.~~ A complete application file will consist of ~~the an electronic application form,~~ appropriate reference(s) submitted on the required forms and, a complete set of transcripts from each college/university from which the applicant received a bachelor's degree or higher. Additional transcripts necessary for certification purposes may be required. ~~All applicants shall be required to be screened and interviewed by the Human Resources Division.~~ The application form, reference sheets, transcripts and other required documents shall be submitted as required by the Board-approved application ~~form~~ and accompanying directions. These forms and directions shall be reviewed and revised as necessary in order to comply with state, federal and court requirements
- 3. No applicant shall be ~~placed in the pool of qualified applicants~~ recommended for hire unless the following minimum standards have been met:
 - a. A valid professional or temporary Florida teaching certificate or a valid district certificate with coverage in the appropriate subject areas; or, in the case of a speech clinician, occupational or physical therapist, a valid license or registration issued by the Department of Business & Professional Regulations; or evidence that the requirements for Non-Certified Instructional Personnel, stipulated in these policies, have been met. If required certification or licensure has not yet been issued, the applicant may submit evidence of eligibility for such, pending receipt of the certificate/license.
 - b. Professional Practices Commission clearance. If any action has been taken by the Commission regarding the applicant, the case will be reviewed by the Human Resources administrator. The decision regarding the impact of the

record on the applicant's employment in Clay County shall be at the sole discretion of the Superintendent or his/her designee.

- c. Ratings on the appropriate reference form must average, at least, "Meets Acceptable Standards (3)" and must include no overall recommendation less than that of "Recommend". Additionally, if any of the references stipulates that there may be reasons for not allowing the applicant to work around children, the applicant will be excluded from the pool until cleared by Human Resources administrative review.
 - d. Security Background Check clearance by Human Resources administrator.
 - ~~e. Instructional applicants will participate in a standardized district screening interview after a complete application, appropriate references, and transcripts have been provided. The interview results will assist the district in determining the eligibility of the applicant to teach and in selecting a qualified applicant for an identified vacancy. The results of the interview will be available to supervisors as they conduct local interviews to fill vacancies.~~
 - e. Interviews of applicants will be scheduled and conducted by the principal, department head, or their designees. Veterans will be provided an opportunity to interview, if they are qualified for the posted position.
4. All applicants shall have a chance to be ~~reinterviewed~~ and reconsidered after one year from the date that initial pool eligibility was determined if new teaching experience is submitted and if the applicant requests such review and submits the required documentation.

B. TEACHING IN AREA OF APPOINTMENT AND CERTIFICATION

- 1. Instructional personnel must be utilized by the principal in the field of appointment and certification unless, due to unusual circumstances, this requirement is waived by the Human Resources Division.
- 2. Teachers teaching in areas considered out-of-field will be reappointed to an out-of-field position only upon submission of proof of successful completion of the equivalent of six (6) semester hours of college coursework (or required inservice training) leading or completion of state testing, which leads to certification in the out-of-field certification area.
- 3. A certificated employee who is declared out-of-field or who is impacted by the placement of a Limited English Proficient (L.E.P.) student in his/her classroom or school must complete the English as a Second Language (E.S.O.L.) Training as required in the Board-approved Limited English Proficient Plan.
- 4. The Principal shall review the board-approved out-of-field plan submitted by the out-of-field teacher. ~~The Principal shall also provide assistance to the teacher to ensure that he/she has the competencies necessary to fulfill his/her duties.~~ The out-of-field plan will be submitted to the Human Resources Division for district level approval.

5. A Principal or Instructional Director/Supervisor may request that an out-of-field classroom teacher be qualified “in-field” if the teacher submits a letter requesting a review of his/her subject matter expertise to his/her Principal/Supervisor, and the teacher:
 - a. has successfully demonstrated the required minimum teaching competencies through successful completion of a Teacher Induction Program, and
 - b. has at least a satisfactory performance evaluation for the most recent school year (including a recommendation that the teacher be reappointed for the next school year), and
 - c. has had a review of his/her subject matter expertise conducted at his/her school/department which has resulted in a recommendation of “in-field” placement based upon one of the following options listed below:
 - 1) has a declared minor on his/her transcript in the certification subject area presently required in the Department of Education Course Code Directory; or submits documentation from a college official, on official stationery, indicating that the teacher had a minor, in the required certification subject area, even though it is not stated as such on his/her transcript;
 - 2) holds Department of Education or Clay County District certification in a subject area other than the area in which he/she is teaching, but holds either (1) a Bachelor’s or higher degree in the assigned out-of-field subject area, or (2) an academic endorsement directly related to the area of the out-of-field teaching assignment;
 - 3) has successfully completed, since the initial date of out-of-field assignment, 12 semester hours of college course work with a 2.5 GPA (or the equivalent in district add-on inservice training);
 - 4) has successfully passed the Florida Teacher Certification Exam (FTCE) ~~or approved Department of Education alternative exam (i.e. Praxis/NTE subject area exams)~~ for the area of out-of-field assignment;
 - 5) has demonstrated fluency in a foreign language with certification in another area and demonstrates sufficient subject matter expertise for teaching the language (i.e., experience teaching a foreign language, documentation of prior experience using the foreign language, experience as an interpreter, etc.)

The teacher requesting the subject matter expertise review may request mentoring assistance to be provided by Clay County Nationally Board Certified teachers who have achieved national certification in the teacher’s subject area. The Director of Instructional Personnel will provide a list of appropriately certified mentors upon the request of the affected teacher.

The review of the demonstration of subject matter expertise is to be conducted at the local school/department by the Principal, appropriate Director or

approved administrative designee. A vocational classroom teacher will have his/her subject matter expertise recommendation reviewed for approval by the Director of ~~Applied Technology~~ Career and Technical Education.

Upon completion of the subject matter expertise review, a review form must be submitted by the Principal/Supervisor to the Director of Instructional Personnel for approval. The Director's approval must be secured prior to submission of the final recommendation to the Clay County School Board for a change in the teacher's appointment status. For audit purposes, appropriate documentation substantiating the "in-field" recommendation will be maintained at the local school/department.

This policy is limited in implementation to classroom teachers. It is not applicable to media specialists, guidance counselors, social workers, school psychologists or other student services personnel. Teachers declared out-of-field in English as a Second Language (ESOL) are not affected by this policy and must complete training as required by the META decree.

- C. The Principal shall initiate all requests for changes in employment status of personnel under their direct supervision. Teacher requested transfers must be agreeable to principal(s), as required by Master Contract, the Superintendent and the School Board. The Superintendent may transfer, subject to School Board confirmation, any employee in the system.

D. ADULT & COMMUNITY EDUCATION

1. All Adult and Community Education personnel shall clear employment requirements with Human Resources Division as required for all instructional employees, prior to the first day of employment.
2. Teachers employed for Adult and Community Education FTE courses shall hold a valid Clay County or Florida Teaching Certificate covering the field(s) being taught, except as indicated in policies governing Non-Certificated Instructional Personnel.
3. Fee-based courses may be taught by teachers not holding certificates.
4. If class enrollment does not meet School Board minimum requirements, the class may be terminated and the Board shall have no further obligation to the employee.
5. See Appendix B – Adult Education and Non-Degreed Part-Time Vocational Teacher Qualifications and Training Requirements.

E. NON-CERTIFICATED INSTRUCTIONAL PERSONNEL

1. With approval of the Superintendent and the School Board, non-certificated instructional personnel may be utilized when special services are needed in order to deliver appropriate instruction, or as part-time adult education FTE academic teachers for a maximum of 160 clock hours during a fiscal year, under the provisions of this section.

2. All policies pertaining to certificated personnel with regard to health, age, employment procedures, personnel records, assignment, suspension, dismissal, and evaluation shall also apply to non-certificated instructional personnel.
 3. Principals/supervisors of non-certificated instructional personnel shall ensure that each employee understands all state and district rules, regulations and policies pertinent to instructional responsibilities. A person so appointed shall possess the necessary knowledge to perform such duties as are necessary in special areas in a proper and reasonable manner.
 4. It shall be the responsibility of each non-certificated instructional person to keep whatever registration, license or permit in force if a specific profession requires such registration.
 5. No contract as prescribed by the state shall be offered to such non-certificated instructional personnel but a work agreement with the Board shall be executed.
 6. In no case shall a non-certificated instructional person be allowed to continue in his/her position after a qualified, certified person as identified in Section 2.04A is available. However, a minimum of two weeks notice will be given prior to termination of employee.
 7. Non-certificated instructional personnel holding a current valid state license, registration or permit in their occupation shall be entitled to the Bachelor's Level salary or Master's Level salary, for approved and appropriate Master's degree, on the teachers' salary schedule in accordance with approved experience. All other non-state-certificated instructional personnel shall be entitled to the beginning Bachelor's Level salary on the teachers' salary schedule or, in the case of Adult and Community Education teachers, the salary schedule established in the current Master Contract.
 8. If the School Board is unable to identify individuals as indicated above, and special services are still required, the services of specialists in the field may be contracted through outside agencies or directly with qualified individuals under a special agreement with the School Board. The agreement shall specify the relationship between the agency and the Board, service to be performed, salaries of the individual performing such service, time period limited to a maximum of one (1) fiscal year, and the rules and procedures for evaluating the service.
- F. The procedures listed herein shall not act to infringe on the rights of individuals or protected classes.

(Ref. F.S. 1012.22; 1012.27; 1012.37; 1012.55; 1012.28; 1012.32; 1012.39)(Adopted: 01-08-81)
 (Amended: 11-08-84; 7-10-86; 11-18-86)(Amended: 04-23-92)(Amended: 06-15-93) (Amended: 02-17-94,
 01-21-99, 11-16-99, 12-18-01, 04/18/02, 00/00/00)

2.05 SCREENING, SELECTION AND APPOINTMENT OF ADMINSTRATORS

A. School Administrators

1. General

All procedures for application, selection, and appointment of school administrators shall be established in the Clay County Human Resources Management Development (HRMD) Plan. All persons who wish to apply for vacancies in school level administration must be screened, trained and interviewed in accordance with the HRMD Plan, as developed and submitted by the Superintendent and approved by the School Board.

2. Notification for Enrollment in the HRMD Program

The Human Resources Division shall notify current certificated employees through notices posted in the schools of the opportunity to participate in the HRMD Program. Persons who apply to enroll in the HRMD Program must provide evidence of qualifications sufficient to ensure that they possess minimum requirements for subsequent training and selection.

3. Training Requirement

The HRMD Program shall include training components designed to develop leadership skills. Other training opportunities will be provided where appropriate for the purpose of developing in-depth job content knowledge and for developing an individual's potential as an educational leader.

4. Screening Requirement

Pre-candidate screening of applicants shall be conducted at specific intervals as outlined in the HRMD plan. Such screening shall include credential screening, interviews conducted by trained interviewers utilizing research-based instruments, and verification that prerequisite training requirements have been satisfied.

5. Identification of Candidates

Persons who are identified as candidates and who are otherwise qualified to be appointed to such positions shall be eligible for final selection to be Vice/Assistant Principals. Persons who are identified as candidates, who are otherwise qualified to be appointed to such positions and who have successfully completed an HRMD Level II School Principal training program shall be eligible for final selection to be Principals. Current administrators who have attained or are eligible for certification as School Principal/Educational Leadership in Florida, have been screened by trained interviewers utilizing research-based instruments, and have met all other requirements may be eligible for final selection to be Principals. The Superintendent may waive screening requirements to allow other experienced, certified candidates, from outside of Clay, to be placed in the pool of qualified administrators.

6. Selection

Vacancy notices for Principal and Vice/Assistant Principal positions ~~shall be mailed to each HRMD candidate who is~~ will be posted, and applicants, if eligible under the rules, ~~to may~~ apply for such positions. These vacancy postings shall also be posted at each school. Eligible candidates who apply for such vacancies, may be

interviewed by the Principal and/or the Superintendent of Schools. The Principal and/or Superintendent may choose to interview applicants through use of a representative committee consisting of school staff, parents, current administrators, members of the School Advisory Council, etc. The Superintendent shall verify that his/her nominee for such vacancy is qualified under these rules, ~~and has successfully demonstrated the Florida Principal Competencies.~~ The Superintendent shall have the responsibility of identifying an applicant as his/her nominee for the vacant position from those interviewed. His/Her recommendation will be forwarded to the School Board who will have the responsibility for approving such recommendation in accordance with current state statutes.

7. Feedback and Counseling

Appropriate career counseling and feedback may be provided to applicants at any stage of the selection process.

8. Interim School Administrator

Interim Principals may be recommended by the Superintendent and appointed by the School Board under circumstances which affect the smooth and continuous operation of the school system. Such interim school administrator must possess the minimum degree and experience requirements as established by the state and by the School Board adopted job description, except that some training and screening requirements may be met during the initial year of appointment. In no case shall any such interim school administrator be reappointed to a subsequent year unless all screening and training requirements are met in accordance with the HRMD Plan.

B. DISTRICT WIDE ADMINISTRATORS

1. General

All persons who wish to apply for vacancies as district wide administrators must be screened and interviewed. All candidates must apply ~~in writing~~ on-line to the appropriate division. The candidate will furnish references, transcripts of college work, other credentials substantiating training level, occupational experience, and other pertinent documents. Only the Superintendent has the authority to waive any of these application requirements. District level administrators who are required to have a Florida Educators Certificate must present verification of eligibility or a copy of their Florida Educators Certificate or district-issued certificate.

2. Vacancy Posting

Vacancy notices for district wide administrative positions will be posted ~~at each school and division office~~ on-line via the district website.

3. Selection

The Assistant Superintendent and/or appropriate Directors will be responsible for screening of candidates. Eligible candidates will be interviewed by the department head and/or screening committee, and/or the Superintendent of Schools. The

Superintendent will forward his/her recommendation to the School Board who will have the responsibility for approving such recommendation in accordance with current state statutes.

4. Appointment

Prior to the first day of work, a district wide administrator who is new to the Clay County School Board, shall have passed required drug screening, been fingerprinted, and appointed by the School Board. Prior to the first salary payment, the new-to-Clay administrator shall have completed the required pre-employment process.

(Ref. F.S. 1012.22; 1012.27; 1012.32)(Revised: 01-08-81)(Amended: 12-31-84; 06-12-86; 04-18-91; 03-21-96) (02-15-01) (00/00/00)

2.06 EMPLOYMENT OF SUPPORT PERSONNEL

- A. Applicants for non-instructional positions, hereafter referred to as support positions, in the Clay County Schools shall be required to ~~file for~~ complete an on-line application with the Division of Human Resources on the district website. A complete application shall consist of a completed application ~~form~~, reference on the required forms, transcripts of college work or other credentials substantiating training level, appropriate screening test results and other pertinent documents. Tests used as part of the hiring process shall measure actual skills and abilities required to perform essential job functions.
- B. Requirements and procedures governing the application process shall be stipulated in the Board-approved on-line application form and accompanying directions. ~~These forms~~ The application and directions shall be reviewed and revised as necessary in order to comply with state, federal and court requirements.
- C. No applicant shall be placed in the pool of qualified applicants unless the following minimum standards have been met:
 - 1. The applicant has met the minimum requirements for the position as identified on the official job description and the Special Requirements detailed in this policy.
 - 2. Ratings on the one appropriate reference form average, at least, "Meets Acceptable Standards (3)" and include no overall recommendation less than that of "Recommend." Additionally, if ~~any of~~ the references stipulates that there may be reasons for not allowing the applicant to work around children, the applicant will be excluded from the pool until cleared by Human Resources administrative review.
 - 3. Security background check responses have been cleared by the Human Resources administrator.
- D. All support candidates for employment shall serve at least a three (3) month period of probation.
- E. The principal or department head shall initiate all requests for changes in employment status of personnel under his/her direct supervision. Transfer requests must be agreeable to both principals and/or department heads, as required by the current Master Contract,

the Superintendent and the School Board. The Superintendent may recommend transfers of employees to the School Board for approval.

F. Annual Health Certificate

Bus drivers shall be required to pass an annual health screening, the content of which shall be as stipulated by law or the School Board. Additionally, this policy shall serve to authorize and require the annual health screening of any other employee group as made necessary by changes in regulations or laws that affect those positions.

Information obtained from these medical examinations shall be maintained in the employee's separate medical files and shall be treated as confidential.

G. Special Requirements

1. Heavy Vehicle/Equipment Operators

Qualification requirements of job descriptions notwithstanding, employees required to operate any heavy school board vehicle/equipment, such as an 11 passenger or greater school bus or van, or heavy straight truck of gross vehicle weight rating of more than 26,000 lbs., or tractor trailer of gross combined vehicle weight rating of more than 26,000 lbs., or a vehicle transporting hazardous materials requiring a placard, must hold the valid license required by Florida Statutes or Regulations.

2. Bus Driver Applicants

All bus drivers, whether part time or full time, shall be required to hold a valid Commercial Driver's License (CDL) and to satisfy all other requirements of the State of Florida as a prerequisite for employment. Candidates for bus driver (regular and substitute) positions shall be required to provide a driving history report that covers, as a minimum, the last seven (7) years of driving history. Candidates shall be deemed ineligible for employment if they do not demonstrate a safe driving history, defined as:

- a. No accumulation of points totaling eight (8) or more in any 12-month period within the three (3) years immediately preceding the record search;
- b. No conviction for DUI within the seven (7) years immediately preceding the record search. (A no-contest plea shall be considered the same as a conviction.)

Bus Drivers

While employed, all bus drivers shall be expected to successfully pass a reasonable written examination concerning traffic laws, state and local transportation regulations and driving skills, and to master the principles of first aid and to be prepared to give emergency treatment. As a condition for continued employment, bus drivers shall be required to maintain a safe driving record, as defined in the District's Safe Driver Plan approved by the Board. Any employee who knowingly operates a school bus with a suspended or revoked license shall be subject to dismissal by the Board.

3. Drivers of Other District-Owned Vehicles:

When required by the Board-approved job description to operate a district-owned vehicle, job candidates must provide their driving history report for review by the appropriate hiring supervisor. Candidates for these positions must demonstrate a safe driving history, which is defined in paragraph 2, above. Once employed in a position, which requires the operation of a district-owned vehicle, employees shall, as a condition for continued employment, maintain a safe driving record. The safe driving record standards shall be set forth in the District's Safe Driver Plan, which is approved by the Board.

a. Occasional Drivers

Employees who drive district-owned vehicles in the course of their work but whose job descriptions do not require such use of the vehicle shall have their driving history screened regularly by the Transportation Department. No such employee shall be permitted to drive a district-owned vehicle if his/her driving history includes eight (8) or more points assessed in any 12-month period within the three (3) years preceding the record search, or a DUI conviction within seven (7) years preceding the search. A no-contest plea shall be considered the same as a conviction.

4. Cafeteria Employees – Managers and Satellite Base Manager

All Cafeteria Managers and Satellite Base Managers must be a graduate of high school or equivalency and must have three (3) years of successful experience in the Clay County School Food Service Program or verified and accepted related or similar experience. All Managers must possess a State of Florida, Department of Health and Rehabilitative Services, Certified Professional Food Manager Certification. In addition each Manager, if employed after July 1, 1991, must have successfully completed, with minimum of 80% accuracy, the Food Service Management Training Course as administered by the Clay County School Food Service Department or be able to complete a post-test with 80% accuracy.

5. Cafeteria Employees – Satellite Managers

All Satellite Managers must be a graduate of high school or equivalency and must have one (1) year of successful experience in the Clay County School Food Service Program or verified and accepted related or similar experience. All must possess a State of Florida, Department of Health and Rehabilitative Services, Certified Professional Food Manager Certification. In addition, each Satellite Manager, if employed after July 1, 1991, must have successfully completed, with minimum of 80% accuracy, the Food Service Management Training Course as administered by the Clay County School Food Service Department or be able to complete a post-test with 80% accuracy.

6. Cafeteria Employees – Assistant Cafeteria Managers

All Assistant Cafeteria Managers must be a graduate of high school or equivalency and must have one (1) year successful experience in the Clay County School Food Service Program or verified and accepted related or similar experience. All must possess State of Florida, Department of Health and Rehabilitative Services, Certified Professional Food Manager Certification.

(Ref. F.S. 1012.22; 1012.27; 1012.52; 1012.32) (Revised: 01-08-81; 12-13-84; 01-19-89; 04-20-89; SBR-6A-3.0141) (Amended: 11-21-89; 03-19-92; 02-17-94; 01-21-99, 12/16/04, 00/00/00)

2.07 PREREQUISITES FOR SALARY PAYMENT

- A. No person shall receive payment for work performed except as provided in accordance with the rules of the Clay County School Board.
- B. All employees shall be required to complete forms as indicated below at the Division of Human Resources prior to payment of salary. These forms are to be completed after the recommendation for employment is received from the appropriate supervisor.
1. Forms required of employees:
 - a. Florida Retirement System Form FRS M-10
 - b. Employee's Withholding Exemption Certificate W-4
 - c. Social Security Card, in legal name which matches all other forms
 - d. Insurance Forms
 - e. Loyalty Oath
 - f. Personal Data Sheet
 - g. Complete set of fingerprints submitted by Division of Human Resources, with a money order
 - h. Immigration & Naturalization Employment Eligibility Verification (Form I-9), with appropriate identification
 - i. Terminal Leave Beneficiary Form
 - j. Notice of Drug Free Workplace Act
 - k. Certification of status for Florida Retirement System
 - l. Other forms as necessary
 2. Additional forms required of certificated personnel:
 - a. Valid Florida Educator's Certificate or a Clay County Certificate as provided by Florida Statutes, or a completed application for such certificate filed through the District Director of Instructional Personnel and accepted by him/her as meeting the requirements for certification. The name must match the name on the social security card.
 - b. Signed Code of Ethics
 - c. Official transcripts and other approved documentation of required coursework and training.
 - d. Release of Information for candidates required to hold a Commercial Driver's License (CDL) as specified in 2.06.
 3. Support and administrative personnel must be drug screened and cleared prior to beginning the position.
- C. Employment Contracts
1. All regular employees shall sign a contract as prescribed by law prior to employment but not before required paperwork is on file and approved. Such contract shall specify: a definite term of service not to exceed three (3) years, (with the exception of Continuing Contract, Professional Service Contract or Multi-Year Contract); position and salary to be paid; and shall be on such forms as approved by the State Board of Education for certificated personnel and approved by the School Board for all other personnel.

2. An annual contract must be issued to probationary instructional, probationary non-degreed vocational and non-instructional personnel and may be issued to administrative and supervisory personnel. Such contract may be held for no longer than a period of one year providing the qualifications of the individual holding such contract are maintained or providing just cause has not been shown at a public hearing to remove such contract. No cause need be shown by the Board if such contract is not renewed for a subsequent year.
3. Effective June 30, 1997, the first 97 days of employment for a newly-hired teacher or instructional administrator shall be considered a probationary period during which time the employee may be dismissed without cause or may resign without breach of contract.
4. A contract for a term of no more than 3 years subject to annual review and renewal may be issued to administrative and supervisory personnel. Such contract shall have a term of up to 3 years providing the qualifications of the individual holding such contract are maintained or providing just cause has not been shown at a public hearing to remove such contract, and shall be automatically renewed for a 2nd or 3rd subsequent year providing the School Board does not request review of such contract for a particular individual. No cause need be shown by the Board if such reviewable, renewable contract is not renewed for a subsequent multiple year term upon its expiration.
5. A contract for a term of no more than 3 years may be issued to administrative and supervisory personnel and principals after a period of 3 continuous years of probationary service in a 5 year period broken only by a leave of absence as an administrator, supervisor, or principal. Such contract is not subject to review or renewal until the expiration of its term and cannot be canceled provided the qualifications of the individual holding such contract are maintained or providing just cause has not been shown at a public hearing to remove such contract. No cause need be shown by the Board if such multi-year contract is not renewed for a subsequent multi-year term upon its expiration.
6. A ~~Continuing Contract Form~~ or Professional Service Contract may be issued to teachers who qualify in accordance with Florida Statute and Board policy. Any person holding such a continuing contract or professional services contract shall retain such contract status as long as: he/she continues employment in a certificated, administrative or supervisory position in the Clay County School District; and provided he/she remains qualified to hold such contract; and provided just cause has not been shown to remove such contract in accordance with Florida Statutes, and, in the case of a Professional Service Contract teacher, provided the teacher's performance has not been found to be unsatisfactory as provided in Florida Statute and the Clay Assessment System.
7. Multi-Year Contracts
 - a. Non-instructional personnel who have served satisfactorily under annual contract during a probationary period as regular employees for three (3) consecutive years in the last five (5) years, broken only by a leave of absence, shall receive a multi-year conditional contract with the School Board upon the

recommendation of their immediate supervisor, appropriate Assistant Superintendent, if applicable, and by the Superintendent, and reappointment by the School Board. A fourth consecutive annual contract may be recommended by the Superintendent and approved by the School Board should a multi-year conditional contract not be recommended. No cause need be shown, should such multi-year conditional contract not be recommended after a three or four-year probationary period or if an annual contract is not renewed.

- b. When the multi-year conditional contract has been reviewed at the end of the contract year and is recommended for termination at the close of the contract year, the employee who is being terminated shall receive written notice of such termination, including reasons for cause, from the Superintendent at least fifteen (15) workdays before the termination date. Such reasons shall include misconduct; abandonment of position; conviction of a felony; dishonesty; falsification of school board forms; gross insubordination; immorality (as defined in Chapter 6B-4.009(2), FAC, 1994); misappropriation or willful destruction of public property; neglect of duty; possession, consumption or sale of alcohol, illegal drugs, controlled substances or narcotics on school board property; breach of rules and regulations, and incompetency.
- c. Such employee shall have the right, if requested in writing within fifteen (15) working days of such notice, to have a conference with the Superintendent concerning his/her termination. The Superintendent shall notify the employee in writing within seven (7) working days following the conference of his/her decision.
- d. Within ten (10) working days of receipt of the Superintendent's decision, such employee shall have the right to request, in writing, a hearing before the School Board. Such written request may include the employee's election of either a single school board member appointed by the school Board as hearing officer, or a hearing officer assigned by the Division of Administrative Hearings of the State of Florida Department of Management Services to conduct the hearing. In the event the written request for a hearing does not include the employee's election of the source of hearing officer, the school board shall appoint one of its members as hearing officer to hear the appeal, in which event the employee shall be provided notice of not less than fourteen (14) calendar days of the hearing date.
- e. The hearing officer shall submit his/her recommended order consisting of findings of fact, conclusions of law, and recommendation to the school board, the employee and the administration within fourteen (14) days of the hearing. Both parties shall have ten (10) days to submit written exceptions to the recommended order to the school board.
- f. The school board may adopt the recommended order of the hearing officer at a meeting within fifteen (15) days of the receipt of the hearing officer's report.
- g. Disciplinary terminations may occur at any time in accordance with the reasons and procedures set forth in the Collective Bargaining Article regarding

Evaluation & Disciplinary Procedures in School Board Rules on discipline and the Administrative Procedures Act.

- h. An employee's contract may be non-renewed at the close of a fiscal year due to reduction in force or terminated during a school year as the result of financial reasons in accordance with procedures outlined in the Collective Bargaining Agreement for layoff or reduction in force.

(Ref. F.S. 1012.27; 1001.51; 1012.22; 1011.62; 1012.33; 1012.35; 1012.56; 1012.52; 1012.42) (Revised: 01-08-81; Amended: 07-12-84; 11-08-84; 12-13-84; 02-14-84; 02-14-85; 11-21-89; 08-22-90; 04-18-91; 04-23-92; 02-17-94; 11-22-94; 01-18-96; 10-16-97, 01-21-99, 00/00/00)

2.08 SALARY

A. Salaries of all personnel shall be in accordance with the adopted salary schedule.

- 1. For salary entry or increment purposes, annual increments will be allowed in accordance with the maximum established by the adopted salary schedule or collective bargaining agreement.
 - a. Allowable experience for instructional and support personnel, including confidential employees, shall be established through collective bargaining and described in the applicable Master Contract.
 - b. Experience for support, instructional, and administrative personnel shall be established by the appropriately adopted salary schedule.
 - c. All allowable experience must be verified by the previous employer and approved prior to being applied to salary. Such verified, approved experience shall be applied retroactively to the first day of employment provided that: ~~(1) the employee claims the applicable experience during pre-employment, and~~ (2) the approved verification of the experience is received by the Division of Human Resources by the end of the employee's first contracted year. ~~Experience not claimed during pre-employment will be applied to the salary schedule retroactive to the date such experience was applied for, so long as verification of the experience is received by the Human Resources Division by the end of the first contract year.~~ In the event that such experience is not verified by the end of the first contracted year, it will be approved retroactive to the first day of the contract year during which such verification is received and approved.
 - d. Service external to the Clay County School Board must be verified and approved by the Division of Human Resources. Verified experience gained in other U.S. public school systems, or in a regionally accredited public school, may be approved on the same basis as experience gained in the Clay County School System. All other experience must be verified by the agency or company on the school board approved form, on letterhead stationery, or other documentation approved by the Division of Human Resources, and Experience must be full time paid actual service of more than one-half of the fiscal year indicated by the former employer. In instances where the employer is unable to verify its fiscal year, the school fiscal year shall be used. No

experience may be counted more than one time for the purpose of accumulating experience.

- e. Experience earned initially shall not be reduced upon the reassignment of a certificated employee to a certificated teaching position.
 - f. Occupational Experience (Specialized Certificated Teachers)
 - 1) Teachers holding the Florida or Clay County vocational level certificates and teaching in-field will receive credit for occupational experience on the salary schedule as adopted where such experience is applicable to the subject matter taught. Degreed vocational instructors shall be limited to four (4) years of occupational experience.
 - 2) Occupational experience shall not count toward continuing contract status.
 - 3) To receive credit for occupational experience, proper verification must be presented and placed in the teacher's file.
 - g. Verified military services as indicated in subparagraphs a, b and c below may be credited for experience purposes up to four (4) years for certificated personnel. One (1) year of teaching experience will be credited for each year of military service limited to the following conditions.
 - 1) Military service may be claimed when teaching service was interrupted, or
 - 2) Military service may be claimed when teaching degree was earned but teacher was called into the military through the draft, or
 - 3) Military service may be claimed if it was continuous and any part of such service was during war time periods as defined in the Division of Retirement, Rules of Retirement.
 - 2. To receive credit for a year of experience, the teacher or administrative employee must be on duty ~~in excess of~~ at least one (1) day more than one-half (1/2) the period required for the contractual position. Paid leave may be counted in determining the amount of duty toward credit for work experience, but all other types of leave and summer extra work are excluded.
 - 3. Change in Degree Status for Instructional Personnel

Any change of degree status for Instructional Personnel which would result in higher pay must be requested by the affected teacher. Such higher pay will be credited on the salary schedule on the date the degree was conferred as indicated on the official transcript reflecting such degree as long as the date of request is within six months of the fiscal year during which the degree was conferred. No pay shall be rendered to the teacher until the Human Resources Division has received the official transcript and request for higher pay. In no event shall such pay be rendered sooner than the school year of request.
- B. Supplements for extra duties and responsibilities paid to employees beyond that of the ten-month schedule will be by Board action.

C. Part-Time Instructors

Salaries for part-time teachers are paid at an hourly rate or according to the salary schedule and they must have a valid Florida or Clay County teaching certificate.

D. Teachers employed in programs not in conjunction with consultant fees shall be paid as follows:

1. Regularly contracted teachers in Clay County shall be paid on hourly rates based on their 196-day contract salary.
2. Teachers not under regular contract in Clay County shall be paid an hourly rate based on the beginning salary step of the adopted teacher salary schedule.

(Ref. F.S. 1012.22; 1012.27; 1011.60) (Revised: 01-08-81; 01-12-84; 11-08-84; 01-09-86; 11-18-86, 02-16-89; 08-22-90; 11-22-94; 01-18-96; 11-18-97, 00/00/00)

2.09 CERTIFICATION

A. It is the teacher's responsibility to keep his certificate valid. Each teacher must register his certificate, extension, or renewal in the District Human Resources Office. When a teacher's name is changed, the Division of Human Resources Instructional Personnel Office must be notified, and the change must be effected on the Florida or Clay County Teacher Certificate, the Florida Retirement Form M-10, and W-4 Withholding Certificate and the social security card. The social security card should show the legal name.

B. Certification of personnel as used in these policies or in employment contracts shall mean Florida Educator's Certification or Clay County District Issued Non-Degreed Vocational Certificate, whenever such certification is available. In the event such rules and such authority regarding the certification of personnel by the State of Florida expire and are of no force or effect, the policies and procedures established in the current State Board rules governing certification and in Appendices ~~C and D~~ A – C shall govern such certification as it applies in Clay County. During such period, there shall be no requirement to satisfy the Florida Teachers Examination, unless the Department of Education continues offering such examination or until examination is reinstated. In addition, under such circumstances:

1. All Florida Educator's Certificates which were valid as of midnight of the day preceding any expiration of state rules and authority regarding certification shall continue to be accepted as certificates until the date of expiration as shown on the face of such certificates.

(Revised: 00/00/00)

2.10 CONTINUING CONTRACTS

A. Continuing contracts and professional service contracts are issued to teachers in accordance with Florida Statutes.

- B. Teachers who have held a continuing contract or professional service contract in ~~a county of a public school in~~ Florida may, after one (1) year of satisfactory service in Clay County, be issued a professional service contract effective July 1, 1984.

(Ref. F.S. 1012.33; 1012.22) (Revised: 01-08-81; 10-14-82, 00/00/00)

2.11 LENGTH OF DAY FOR PERSONNEL

- A. The normal work day for support employees is seven and one-half (7.5) hours per day excluding lunch unless otherwise specified by the Board in special action or through approval of a full (1.0) allocation at less than the normal work day.
- B. The normal workday for teachers is 7.83 hours per day including lunch, and they are expected to teach a minimum of five (5) class periods a day. Conference periods should be scheduled within the school day.
- C. The minimum number of hours on duty for all school instructional personnel between the set time for teachers to report for duty in the morning and the time set for teachers to leave school in the afternoon shall be seven hours and fifty minutes.
- D. School instructional personnel are expected to serve longer hours than the minimum for special duties such as faculty meetings, appointments with parents, bus duty, committee work, et cetera.
- E. Teachers shall report for duty at least fifteen (15) minutes before school begins and remain on duty at least fifteen (15) minutes after school closes unless otherwise approved by the Board.
- F. The principals shall enforce the time schedule recommended by the Superintendent and approved by the School Board. Schools shall not be dismissed prior to the regular dismissal hour except in an emergency and with the consent of the Superintendent or his designee, who shall report such dismissal and the reasons for such dismissal to the School Board at the next regularly scheduled meeting.
- G. Regularly established working hours shall be those reporting and dismissal times established by the Board and shall be construed to include any changes in those times as from time to time the Board may deem necessary to alter.

(Ref. F.S. 1001.42; 1012.22; 1006.07; 1012.27) (Revised: 01-08-81; 11-08-84; 12-13-84; 01-18-96)

2.12 PUNCTUALITY

Employees are expected to be on the job at the time designated for the center at which they work. Failure to arrive at work on time may be determined to be absence without leave.

(Ref. F.S. 1012.53; 1012.27) (Readopted: 01-08-81)

2.13 SUMMER INSTRUCTIONAL PROGRAM

- A. Except for extreme circumstances, ~~P~~ persons employed in the summer program must be under contract in the county for the year preceding or for the next school year.

qualified employees. They shall be paid in accordance with the current salary schedule implementation rules contained in the Master Contract for support personnel.

- G. Substitute support employees must meet or exceed the minimum requirements for each position for which they wish to serve as a substitute. No person may be utilized as a substitute unless he/she has a current and complete application for employment on file and has satisfied the screening requirements for substitutes as stipulated in Section 2.02 of this Policy. Wage payments for support substitute personnel shall be as stipulated in the official salary schedule.
- H. Substitute teachers must complete an initial orientation/training program in school district policies and procedures addressing school safety and security procedures, educational liability laws, professional responsibilities and ethics.
- I. Prior to employment, substitute teaching applicants without prior teaching experience must complete an additional training program in classroom management skills and instructional strategies.
- J. Substitute teachers who provide instruction for 30 or more days in a single classroom placement must have a performance appraisal to assess the quality of instruction presented.

(Ref. F.S. 1012.35, 1012.39) (Adopted: 12-14-78; Amended: 11-08-84, 08-22-90, 02-17-94, 02-15-96, 07/20/00, 12/16/2004)

2.26 EVALUATIONS

Disabled employees who need reasonable accommodations in order to perform essential job functions shall not be evaluated on their ability to perform the function without such accommodation.

A. Teachers

1. Staff evaluation shall be conducted annually by supervisory personnel on each instructional staff member, hereinafter referred to as "teacher", contracted for a period of six (6) weeks or longer. The goal of evaluation shall be the improvement of the teacher's performance and ultimately increased student achievement. However, it may also assist the Superintendent and administrative staff in assigning, transferring, granting professional service contract, or promoting teachers, and/or determining whether or not a teacher needs to be placed on probation or be dismissed. The evaluation process may also be used to determine which employees gain pay for exemplary performance.
2. The Clay Assessment System shall be research based and shall include a training component, which will provide qualified evaluators and observers; a growth and development component which will focus on specified or identified needs; and a feedback component which utilizes the school principal in promoting positive growth.
3. It shall be the teacher's responsibility to become familiar with the performance and professional competencies and indicators identified in the Clay Assessment System, and to strive for self-improvement.

4. It shall be the principal's or district level department head's responsibility to provide the opportunity for each teacher to become familiar with the Clay Assessment System procedures and competencies. He/She shall also be responsible for providing all possible means for improvement to those who need it, including assistance in helping correct deficiencies and time for correcting these deficiencies.
5. The principal is ultimately responsible for the assessment of his/her personnel. However, he/she may designate assistant principals and district level department heads may designate their assistants to perform the evaluation in their stead who will be authorized to carry out the process. The principal shall be encouraged to solicit the assistance of district level staff or of the C.A.S. support team in providing input into the evaluation process. In the case of the teachers who are progressing unsatisfactorily, the principal or district level department head shall retain full responsibility for the evaluation as soon as it is obvious the teacher falls in this category.
6. A pre-evaluation conference shall be held between each teacher and principal, district level staff member, or designee at the beginning of each contract year but within six (6) weeks, or two (2) weeks for a late hire, from the contracted date of employment. The teacher's professional goals and performance should be discussed and a Professional Development Plan shall be initiated, if appropriate, at such pre-evaluation conference.
7. Classroom teachers shall be observed in the classroom at least one time ~~for each a year according to the Clay Assessment System. Those teachers holding an annual contract must have two (2) formal observations~~ period of evaluation. During the evaluation period at least one observation shall be announced and shall last a minimum of 30 minutes. The teacher shall be notified at least three (3) teaching days in advance of the week of observation. The teacher shall be allowed, if it is necessary to select three (3) of the five days, which would be the most convenient.
8. A post observation conference shall be scheduled with the teacher by the evaluator within three workdays after the announced observation during each evaluation period.
9. There shall be two evaluation periods, one prior to December 1, and one before March 1, of each year for each annual contract or probationary teacher and at least one evaluation period per year prior to March 1 for each continuing contract or professional service contract teacher. For new hires, the first formal observation shall take place during the 97 calendar day probationary period.
10. The final year of probation for an annual contract teacher should approximate that of a teacher who has achieved professional contract status. Except in unusual circumstances the final evaluation period shall determine the teacher's employment year. A teacher in this circumstance whose overall rating is not satisfactory shall be notified in writing through the evaluation instrument, shall not be recommended for reappointment, and an appeal by the supervisor or teacher to the Superintendent shall be only under very exceptional circumstances. The overall rating will be considered not satisfactory should any competency on either the professional or performance assessment be marked "not satisfactory." The identification of an ineffective indicator will be evidence of an unsatisfactory competency.