

The School Board of Miami-Dade County Bylaws & Policies

Unless a specific policy has been amended and the date the policy was revised is noted at the bottom of that policy, the Bylaws and Policies of the Miami-Dade County Public Schools were adopted on May 11, 2011 and were in effect beginning July 1, 2011.

3000 - INSTRUCTIONAL STAFF

- ☐ [3111](#) Designation of a New Position
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The School Board of Miami-Dade County
Bylaws & Policies

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3111 - DESIGNATION OF A NEW POSITION

New instructional positions shall be designated pursuant to the collective bargaining agreement.

F.S. 1001.42, 1012.22, 1001.42(5)
Federal Immigration Reform and Control Act of 1986
8 U.S.C. 1255a

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3120 - EMPLOYMENT OF INSTRUCTIONAL STAFF

Any person employed in an instructional position requiring certification shall possess a valid certificate issued pursuant to Florida law and shall file the certificate with the District.

Any instructional staff member's misstatement of fact material to qualification for employment or the determination of salary shall constitute grounds for dismissal.

A candidate shall be disqualified from employment in any position that requires direct contact with students if the candidate is ineligible for such employment under F.S. 1012.315.

Upon recommendation of the Superintendent, the School Board shall approve employment.

Qualifications of instructional personnel shall be as required by law and Florida Administrative Code. To be eligible for appointment in any instructional position in the District, a person must be of good moral character; must have attained the age of eighteen (18) years; and must, when required by law, hold a certificate or license issued under rules of the state Board of Education or the Department of Children and Family Services, except when employed pursuant to F.S. 1012.55 or under the emergency provisions of F.S. 1012.24. Previous residence in this State shall not be required in any school of the state as a prerequisite for any person holding a valid Florida certificate or license to serve in an instructional capacity.

All regular full-time teachers employed under contract in the District must have completed all course work requirements for at least a bachelor's degree prior to September 1st of school year for which employed or prior to the first day of employment, if employed subsequent to September 1st, and must be able to obtain a Florida Teacher's Certificate, Rank III or higher. However, some vocational teachers who do not hold bachelor's degrees are issued certificates by the State Department of Education covering their occupational specialty, and are not required to hold a bachelor's degree.

All elementary and secondary school staff members, in order to update and improve their competencies in dealing with special problems with students, are urged to enroll in courses dealing with disadvantaged children, cultural differences, and learning disabilities.

Certification

A. State Certification

Teachers who teach in classes for which FEFP funds are earned shall be certified teachers as defined in F.S. 1012.56 and the Florida State Board of Education Administrative Rule, F.A.C. 6A-1.0503 and 6A-

1.0502.

F.S. 1021.42

B. District Certification

Pursuant to F.S. 1012.39, 1012.55, 1012.57, employment of temporary instructors, teachers of adult education, nondegreed teachers of career education, adjunct educators, career specialists, and experts in the field, the District will establish the minimum qualifications for the District certificates. Such certificates establish eligibility for employment but confer no right to employment.

The Superintendent may revoke a District certificate for cause. The application fee for the District Certificate shall be the same as a State issued Educator's Certificate.

Temporary Instructors

A. Definition

A temporary instructor is a person properly qualified to serve as a substitute teacher who is assigned to instruct and supervise students in attendance whenever the assigned teacher is absent from the work location for less than ten (10) consecutive workdays, excluding weekends, holidays and teacher workdays.

B. Basic Qualifications

The Superintendent shall ensure that qualified candidates for a District certificate as a temporary instructor meet requirements for employment, and shall maintain records of such information in the candidate's personnel file.

To be eligible for District certification and inclusion in the temporary instructor pool in the District, the applicant must meet the following requirements:

1. Age: be at least eighteen (18) years of age.
2. Fingerprinting: submit to a fingerprint check from the Florida Department of Law Enforcement and the Federal Bureau of Investigation pursuant to F.S. 1012.32. If the fingerprint report indicates a criminal history or if the applicant acknowledges a criminal history, the applicant's records shall be referred to the Office of Instructional Staffing for review and determination of eligibility for employment.

3. Educational Training: have a Bachelor's degree or have completed a minimum of sixty (60) semester hours or have an Associate's degree from an accredited college or university.

C. Application Procedures

The application for the District temporary instructor certificate shall be submitted to Certification.

D. Issuance of District Certificate

Following the clearance of fingerprints, Certification will issue a District temporary instructor certificate valid for five (5) years, the year beginning July 1st and ending June 30th.

E. Terms and Conditions of Employment

All terms and conditions of employment for temporary instructional personnel shall comply with Board policies for certified instructional personnel, whether State or District certified.

F. Processing Fee

The District fee for processing the application for a certificate shall be equal to the fee charged by the State Department of Education.

Nondegreed Full-Time Vocational Instructional Personnel

A. Definition

Staff members whose qualifications are established on the basis of occupational expertise in areas of Agriscience, Business, Family and Consumer Sciences, Health Science, Industrial, Marketing, Public Service Education and Technology; and who are assigned to teach only vocational courses when the Course Code Directory specifies nondegreed vocational instructors as appropriate.

B. Basic Qualifications

Qualified candidates for employment in a nondegreed full-time vocational instructional position shall meet the minimum requirements for employment and shall maintain records of such information in the candidate's official personnel file.

To be eligible for a District certificate for a full-time instructional position in a nondegreed vocational program in the District, the applicant must meet the following requirements:

1. Age: be at least eighteen (18) years of age.
2. Fingerprinting: submit to a fingerprint check from the Florida Department of Law Enforcement and the Federal Bureau of Investigation pursuant to F.S. 1012.32. If the fingerprint report indicates a criminal history or if the applicant acknowledges a criminal history, the applicant's records shall be referred to the Office of Instructional Staffing for review and determination of eligibility for employment.
3. Occupational Expertise: hold at least a high school diploma or the equivalent based on general education development tests 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 criteria listed below. Occupational expertise shall be established in the area of assignment by one of the plans specified below:
 - a. Plan One: 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
 - b. Plan Two: 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 or related occupational field as verified in (7) below in combination with one of the options listed below:
 - 1) A bachelor's or higher degree. The degree must have been completed at an accredited institution as specified in F.A.C. 6A-4.003, with an undergraduate or graduate degree major related to the instructional assignment; or
 - 2) Thirty-six (36) semester hours of college credit. The college credit must have been earned at an accredited institution as specified in F.A.C. 6A-4.003, in skills or theory courses related to the instructional assignment; or
 - 3) Successful completion of a program of training. The training program must be specific to the area of assignment and completed at a postsecondary vocational or technical institution approved by the State Board for vocational education in the state where the institution is located; or

- 4) A valid certificate, registration, or license which was issued by a recognized State or national credentialing agency in an area specific to the area of assignment; or
- 5) A certificate of completion of an apprenticeship as established by the United States Department of Labor, the Florida Department of Labor/Education, or any State apprenticeship department which is specific to the area of assignment; or
- 6) Thirty (30) semester hours of college credit. The college credit must have been earned by occupational competency tests in the area of assignment; or
- 7) A written verification of the candidate's occupational competency. The verification of occupational competency shall be signed by the instructional supervisor of the area of assignment and the chairperson of the occupational advisory committee specific to the area of assignment.

c. Other requirements shall be:

- 1) Occupational experience shall be gained as a wage earner after age sixteen (16).
- 2) The occupational experience shall be verified by former employers; or for 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 a notarized affidavit(s) and specify the dates of employment, job title(s), and full-time or part-time employment. When employment was part-time, the number of hours worked per week shall be included.

- 3) When occupational credentialing is required for program approval or for students to obtain an appropriate level of employment, the applicant shall be required to present the appropriate valid certificate, registration, or license, as defined by the appropriate instructional supervisor.

- 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 of occupational experience gained within the five (5) year period immediately preceding the date of application for employment, 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 employment. The college credit shall be earned at an accredited institution as specified in F.A.C. 6A-4.003, and shall be completed in skills or theory courses related to the area of assignment, or
 - c) Completion of a vocational program specific to the area of assignment and completed at a postsecondary vocational or technical institution approved by the State Board for vocational education in the state where the institution is located or a certificate of completion of an apprenticeship as established by the United States Department of Labor, the Florida Department of Labor/Education, or any state apprenticeship department which is specific to the area of assignment within the five (5) year period immediately preceding the date of application for employment.
 - d) 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 employment.

C. Application Procedures

The application for a District full-time nondegreed vocational teaching certificate shall be submitted to Certification.

D. Issuance of District Certificate

Following the clearance of fingerprints, Certification will issue to the employee a District non-renewable temporary certificate valid for three (3) years, the year beginning July 1st and ending June 30th. When the employee completes the professional preparation coursework (within the

validity period of the temporary certificate), Certification will issue, upon application, a full-time nondegreed vocational certificate valid for five (5) years.

E. Terms and Conditions of Employment

All terms and conditions of employment for nondegreed full-time vocational instructional personnel shall comply with Board policy for certified instructional personnel, whether State or District certified.

F. Processing Fee

The District fee for processing the application for a District certificate shall be equal to the fee charged by the State Department of Education.

Nondegreed Part-Time Vocational Instructional Personnel

A. Definition

Staff members whose qualifications are established on the basis of occupational expertise in areas of Agriscience, Business, Family and Consumer Sciences, Technology, Health Science, Industrial, Marketing, Public Service Education and Technology; and who are assigned to teach only vocational courses when the Course Code Directory specifies nondegreed vocational instructors as appropriate. Instructional personnel working only part-time shall be limited to working a maximum of twenty-five (25) hours per week in any combination in the District.

B. Basic Qualifications

Candidates for District certification in a nondegreed part-time vocational instructional position meet the minimum requirements for certification and shall maintain records of such information in the candidate's personnel file.

To be eligible for District certification in a part-time instructional nondegreed vocational program in the District, the applicant must meet the following requirements:

1. Age: be at least eighteen (18) years of age.
2. Fingerprinting: submit to a fingerprint check from the Florida Department of Law Enforcement and the Federal Bureau of Investigation pursuant to F.S. 1012.32. If the fingerprint report indicates a criminal history or if the applicant acknowledges a criminal history, the applicant's records shall be referred to the Office of Instructional Staffing for review and determination of eligibility for employment.

3. Occupational Expertise: hold at least a high school diploma or the equivalent based on general education development tests 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 criteria listed below. Occupational expertise shall be established in the area of assignment by one of the plans specified below:
 - a. Plan One: 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
 - b. Plan Two: 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 or related occupational field as verified in (7) below in combination with one of the options listed below:
 - 1) A bachelor's or higher degree. The degree must have been completed at an accredited institution as specified in F.A.C. 6A-4.003, with an undergraduate or graduate degree major related to the instructional assignment; or
 - 2) Thirty-six (36) semester hours of college credit. The college credit must have been earned at an accredited institution as specified in F.A.C. 6A-4.003, in skills or theory courses related to the instructional assignment; or
 - 3) Successful completion of a program of training. The training program must be specific to the area of assignment and completed at a postsecondary vocational or technical institution approved by the State Board for vocational education in the state where the institution is located; or
 - 4) A valid certificate, registration, or license which was issued by a recognized State or national credentialing agency in an area specific to the area of assignment; or
 - 5) A certificate of completion of an apprenticeship as established by the United States Department of Labor, the Florida Department of Labor/Education, or any State apprenticeship department which is specific to the area of assignment; or
 - 6) Thirty (30) semester hours of college credit. The college credit must have been earned by occupational competency tests in the area of

assignment; or

- 7) A written verification of the candidate's occupational competency. The verification of occupational competency shall be signed by the instructional supervisor of the area of assignment and the chairperson of the occupational advisory committee specific to the area of assignment.

c. Other requirements shall be:

- 1) Occupational experience shall be gained as a wage earner after age sixteen (16).
- 2) The occupational experience shall be verified by former employers; or for 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 a notarized affidavit(s) and specify the dates of employment, job title(s), and full-time or part-time employment. When employment was part-time, the number of hours worked per week shall be included.

- 3) When occupational credentialing is required for program approval or for students to obtain an appropriate level of employment, the applicant shall be required to present the appropriate valid certificate, registration, or license, as defined by the appropriate instructional supervisor.
- 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 of occupational experience gained within the five (5) year period immediately preceding the date of application for employment, 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 employment. The college credit shall be earned at an accredited

institute as specified in F.A.C. 6A-4.003, and shall be completed in skills or theory courses related to the area of assignment, or

- c) Completion of a vocational program specific to the area of assignment and completed at a postsecondary vocational or technical institution approved by the State Board for vocational education in the state where the institution is located or a certificate of completion of an apprenticeship as established by the United States Department of Labor, the Florida Department of Labor/Education, or any State apprenticeship department which is specific to the area of assignment within the five (5) year period immediately preceding the date of application for employment; or
- d) 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 employment.

C. Application Procedures

An application for a District part-time nondegreed vocational teaching certificate shall be submitted to Certification.

D. Issuance of District Certificate

Following clearance of the fingerprints, Certification will issue, to the employee, upon application, a District part-time nondegreed certificate valid for five (5) years, the year beginning July 1st and ending June 30th.

E. Terms and Conditions of Employment

All terms and conditions of employment for nondegreed part-time vocational instructional personnel shall comply with Board policies for certified instructional personnel, whether State or District certified.

F. Processing Fee

The District fee for processing the application for a certificate shall be equal to the fee charged by the State Department of Education.

Part-Time Adult Education

A. Definition

Part-time adult education personnel are staff members who meet minimum District specialization requirements for certification. Such instructional personnel shall be limited to working a maximum of twenty-five (25) hours part-time per week in the adult program and may not work in the Pre-K - 12 program. Those personnel who meet stated requirements will be eligible for a District part-time adult certificate.

B. Basic Qualifications

The Superintendent shall insure that qualified candidates for District certification in a part-time adult instructional position meet the minimum requirements for certification and shall maintain records of such information in the candidate's personnel file.

To be eligible for appointment to a part-time adult instructional position in the District, the applicant must meet the following requirements:

1. Age: be at least eighteen (18) years of age.
2. Fingerprinting: submit to a fingerprint check from the Florida Department of Law Enforcement and the Federal Bureau of Investigation pursuant to F.S. 1012.32. If the fingerprint report indicates a criminal history or if the applicant acknowledges a criminal history, the applicant's records shall be referred to the Office of Instructional Staffing for review and determination of eligibility for employment.
3. Educational Training: hold a bachelor's or higher degree with an undergraduate or graduate degree major in the area of assignment or hold a bachelor's or higher degree in another area and thirty (30) semester hours in courses related to the area of assignment. The degree or college credit must have been completed at an accredited institution as specified in F.A.C. 6A-4.003.

C. Application Procedures

The application for a District part-time adult teaching certificate shall be submitted to Certification.

D. Issuance of District Certificate

Following clearance of the fingerprints, Certification will issue to the employee, upon application, a District part-time adult education certificate valid for five (5) years, the year beginning July 1st and ending June 30th.

E. Terms and Conditions of Employment

All terms and conditions of employment for part-time instructional personnel shall comply with Board policies for certified instructional personnel, whether State or District certified.

F. Processing Fee

The District fee for processing the application for a certificate shall be equal to the fee charged by the State Department of Education.

Adjunct Educator - Part-Time Instructional

A. Definition

An adjunct educator is a teacher who has expertise in the subject area to be taught. A teacher shall be considered to have expertise in the subject area to be taught if the teacher demonstrates sufficient subject area mastery through passage of a subject area test.

B. Basic Qualifications

The Superintendent shall ensure that qualified candidates for a District certificate as an adjunct educator meet the requirements for employment and shall maintain records of such information in the candidate's personnel file.

To be eligible for District adjunct educator certification, the applicant must meet the following requirements:

1. Age: be at least eighteen (18) years of age.
2. Fingerprinting: submit to a fingerprint check from the Florida Department of Law Enforcement and the Federal Bureau of Investigation pursuant to F.S. 1012.32. If the fingerprint report indicates a criminal history or if the applicant acknowledges a criminal history, the applicant's records shall be referred to the Office of Instructional Staffing for review and determination of eligibility for employment.
3. Document receipt of a Bachelor's or higher degree from an accredited institution of higher learning, or a nonaccredited institution of higher learning that the Department of Education has identified as having a quality program resulting in a Bachelor's degree, or higher. Each applicant seeking initial certification must have attained at least a 2.5 overall grade point

average on a 4.0 scale in the applicant's major field of study. The applicant may document the required education by submitting official transcripts from institutions of higher education.

4. Be competent and capable of performing the duties, functions, and responsibilities of an educator.

C. Application Procedures

The application for the District adjunct educator certificate shall be submitted to Certification.

D. Issuance of District Certificate

Following the clearance of fingerprints, Certification will issue a District adjunct educator certificate valid for five (5) years, the year beginning July 1st and ending June 30th.

E. Terms and Conditions of Employment

The terms and conditions of employment for an adjunct educator shall comply with Board policy for certified instructional personnel, whether State or District certified.

F. Processing Fee

The District fee for processing the application for a certificate shall be equal to the fee charged by the Florida State Department of Education.

Career Specialist

A. Definition

A career specialist is a member of the student services team who is responsible for assisting students in career development, dropout prevention, placement, and follow-up services.

The career specialist serves as a liaison between the school and business/industry/community to promote career education and preparation.

B. Basic Qualifications

The Superintendent shall ensure that qualified candidates for a District certificate as a career specialist meet the requirements for employment and shall maintain records of such information in the candidate's personnel file.

To be eligible for the District career specialist certification, the applicant must meet the following requirements:

1. Age: be at least eighteen (18) years of age.
2. Fingerprinting: submit to a fingerprint check from the Florida Department of Law Enforcement and the Federal Bureau of Investigation pursuant to F.S. 1012.32. If the fingerprint report indicates a criminal history or if the applicant acknowledges a criminal history, the applicant's records shall be referred to the Office of Instructional Staffing for review and determination of eligibility for employment.
3. Document receipt of a Bachelor's or higher degree from an accredited institution of higher learning, or a nonaccredited institution of higher learning that the Department of Education has identified as having a quality program resulting in a bachelor's degree, or higher. Each applicant seeking initial certification must have attained at least a 2.5 overall grade point average on a 4.0 scale in the applicant's major field of study. The applicant may document the required education by submitting:
 - a. official transcripts from institutions of higher education; or
 - b. an Associate's degree or at least sixty (60) semester hours of transferable credit earned from an accredited college/university and four years of qualified full-time experience or the equivalent in part-time experience; or
 - c. a certificate of technical/vocational training and four (4) years of qualified work experience or the equivalent in part-time experience.
4. Be competent and capable of performing the duties, functions, and responsibilities of an educator.

C. Application Procedures

The application for the District career specialist certificate shall be submitted to Certification.

D. Issuance of District Certificate

Following the clearance of fingerprints, Certification will issue a District non-renewable temporary career specialist certificate valid for three (3) years, the year beginning July 1st and ending June 30th. When the employee completes the requirements for the professional certificate (within the validity period of the temporary certificate), Certification will issue, upon application, a professional career specialist certificate valid for five (5) years.

E. Terms and Conditions of Employment

The terms and conditions of employment for career specialists shall comply with Board policies for certified instructional personnel, whether State or District certified.

F. Processing Fee

The District fee for processing the application for a certificate shall be equal to the fee charged by the Florida State Department of Education.

Expert in the Field - Full-Time Instructional

A. Definition

An expert in field is a teacher who has expertise in the subject area to be taught. A teacher shall be considered to have expertise in the subject area to be taught if the teacher demonstrates sufficient subject area mastery through passage of a subject area test.

B. Basic Qualification

The Superintendent shall ensure that qualified candidates for employment in a subject area expertise full-time instructional position meet minimum requirements for employment and shall maintain records of such information in the candidate's official personnel file.

To be eligible for a District certificate for subject area expertise, the applicant must meet the following requirements:

1. Must have been employed as a full-time teacher in a Miami-Dade County public school, charter school or alternative education outreach center for a period within the immediate three (3) preceding school years of the date of application.
2. Must hold a State of Florida Three (3) Year Temporary Certificate with an expiration date of June 30th of the preceding school year.

3. Must have completed the professional education courses required for the State of Florida Professional Certificate.
4. Must have passed the Florida Teacher Certification Subject Area Examination for the area of assignment.
5. Must have passed the Florida Teacher Certification Professional Education Test.
6. Must have passed the Florida Teacher Certification General Knowledge Test.

C. Application Procedures

The application for the District expert in the field certificate shall be submitted to Certification.

D. Issuance of District Certificate

Following the clearance of fingerprints and employment in a full-time instructional position, Certification will issue to the employee a District Expertise Certificate valid for one (1) school year beginning July 1st and ending June 30th. This certificate will be issued on a one-time basis and is non-renewable.

E. Terms and Conditions of Employment

The terms and conditions of employment for experts in the field shall comply with Board policies for certified instructional personnel, whether State or District certified.

F. Processing Fee

The District fee for processing the application for a certificate shall be equal to the fee charged by the Florida State Department of Education.

Certified Personnel

Any person employed in a position requiring certification shall possess a valid certificate issued pursuant to Florida law or issued by the Board and shall file with the Superintendent.

Requirements for Core Area Teachers

All core area teachers employed by the District shall be "highly qualified" as defined by the No Child Left Behind Act of 2001. Core area teachers are defined in State and Federal law to include math, science, social science, language arts, reading, fine arts (art and music), elementary education, and foreign

languages. This also includes Exceptional Student Education teachers who teach core area subjects.

F.S. 1012.01, 1012.32, 1012.24, 1012.315, 1021.42, 1012.55, 1012.56
F.A.C. 6A-1.0502, 6A-1.0503
20 U.S.C. 6301
20 U.S.C. 7801

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3120.01 - PROFESSIONAL AND TECHNICAL EMPLOYEES

Under provisions of the State and Federal laws, the School Board acts on the recommendation of the Superintendent concerning the terms of contract, assignment, transfer, and appointment of all employees.

The Superintendent is also empowered by State law to transfer any employees during emergencies and report such action to the Board at its next regular meeting for approval.

In the adjustment of school organization, it is the intent of the Board that all personnel be continued as employees of the Board. Where possible, employees affected by consolidation will be assigned in the areas of work and at the same levels in which they are engaged, and employees shall not be separated from employment or receive a reduction in base salary because of such consolidation.

No involuntary transfer shall result in a demotion. Loss of a supplement for teachers for duties beyond the regular teaching assignment, as designated in the Salary Handbook, shall not be considered a demotion.

Assignment, Transfer, and Appointment

This Board policy establishes procedures for the selection of candidates for professional and technical positions. Vacancies in these positions will be advertised except as stated in this Board policy, and except when, at the discretion of the Superintendent, alternative selection procedures which are part of a Board-approved pilot program are instituted for a specified period of time.

Procedures for Requesting a Vacancy to be Announced

Administrative heads of bureaus, regions, offices, divisions, and departments will use the following procedure to request that a vacancy be announced.

- A. Complete a "Request to Advertise and Fill an Open Administrative Position" form and send it to the Assistant Superintendent, Human Resources, Recruiting and Performance Management.
- B. Review and prepare recommendations for updating the job description of the position to be advertised, including qualifications, responsibilities, and major duties, which must be forwarded to the Office of Human Resources, Recruiting and Performance Management for revisions, if necessary.
- C. The District Director, Administrative/Professional and Technical Staffing, or designee, will be responsible for determining that the position to be

filled is authorized and budgeted.

Formal Selection Procedures

- A. The announcement of vacancies will state job-related qualifications for the positions, including certification, education, and other experiential requirements. These announcements will be distributed to bureaus, regions, offices, school centers, divisions, and departments. When appropriate, announcements also will be sent to university placement agencies and to other sources outside the school system that are potential resources for recruitment of qualified personnel. The announcements will specify the application procedures.

Application forms specifying the data an applicant must submit shall be developed and updated, when necessary, by the District Director, Administrative/Professional and Technical Staffing, or designee. An applicant shall be any person submitting properly completed application forms and meeting the qualifications as stated in the announcement.

Security and credential checks will be made by the District Director, Administrative/Professional and Technical Staffing, or designee, on all persons scheduled to be appointed prior to the date of the Board meeting.

- B. When a position is advertised nationally, there will be three (3) levels of applicant screening.

1. Level 1

There is a screening of applications to determine those applicants who meet the published qualifications.

2. Level 2

There is a second screening of applications to determine those applicants whose combination of training and experience most closely match the published qualifications for the position and who will be included in the Level 3 telephone screening.

3. Level 3

There is a screening of selected applicants by telephone, conducted by the Interview Committee.

The Interview Committee will review the applications and results of the telephone screening and will select applicants for oral interviews.

- C. The District Director, Administrative/Professional and Technical Staffing, or designee will be responsible for securing the nomination of persons to serve on prescreening and oral interview committees for each position. Nominations shall be from a list of persons trained in selection and interview procedures. Each bureau or office head will designate persons to be trained for screening and interview committees. The immediate supervisor for the open position shall serve on the Initial Interview Committee, if available.
- D. Administrative/Professional and Technical Staffing will convene the Initial Interview Committee. The Initial Interview Committee shall be constituted as follows:
1. three (3) members from the affected bureau, office, or division;
 2. one (1) school site administrator (principal or assistant principal according to the level of position);
 3. one (1) District or region office administrator selected by the Superintendent or designee; and
 4. the District Director, Administrative/Professional and Technical Staffing, or designee (non-voting).
- E. The District Director, Administrative/Professional and Technical Staffing, or designee will be responsible for notifying committee members of the date, time, and place for pre-screening and interviews, scheduling the applicants to be interviewed, and conducting the interviews.
- F. At the conclusion of the interviews, the Initial Interview Committee will identify a minimum of two (2) finalists. If the committee cannot identify a minimum of two (2) finalists, the Assistant Superintendent, Human Resources, Recruiting and Performance Management and Superintendent will be notified that an appropriate selection cannot be made. When a minimum of two (2) finalists are identified, the names and records will be forwarded to the Final Interview Committee by Administrative/Professional and Technical Staffing. If the Initial Interview Committee identifies one (1) finalist, the name of the applicant will be maintained in the records for that position as a finalist. Upon completion of the re-advertised interview, when at least one (1) additional finalist is identified, the names of all finalists applicants from both interviews will be forwarded to the Final Interview Committee.

The Final Interview Committee, consisting of the appropriate Deputy Superintendent (or pay grade equivalent) or designee, supervising bureau, office, division, or department head, and at least two (2) other ranking administrators, will examine all interview data and interview each finalist. The Final Interview Committee may select no more than one (1) candidate to be recommended to the Superintendent. The name and records of the recommended candidate will be forwarded to Administrative/Professional and Technical Staffing to initiate reference

checks, fingerprinting, and drug testing as necessary. After clearance, Administrative/Professional and Technical Staff will forward the name and records of the recommended candidate to the Superintendent for review and approval. The Superintendent will approve the recommendation of the Final Interview Committee or select another finalist to be recommended to the Board for appointment. Administrative/Professional and Technical Staff will prepare the summary packet and submit it to the Assistant Superintendent, Human Resources, Recruiting and Performance Management who will be responsible for preparing the formal recommendation of the Superintendent for approval by the Board.

- G. All applicants for the position are to be notified in writing within a reasonable time by the District Director, Administrative/Professional and Technical Staffing, or designee of the results of the interviews. This notification will offer the applicant interviewed and not selected as a finalist an opportunity to schedule a career counseling conference. The purpose of this career counseling conference will be to provide the applicant with any available information that may assist in his/her future professional development.

Finalist applicants not selected for the position will be notified immediately by telephone by the District Director, Administrative/Professional and Technical Staffing, or designee and in writing within a reasonable time. The applicant selected will be apprised of the recommendation by the supervising administrator or designee.

Appointment of Temporary Administrators

Subject to the approval of the Board, the Superintendent may fill any administrative vacancy which occurs as the result of an emergency situation of an indeterminate length.

In the event of a sudden or unexpected vacancy in an administrative position, the Superintendent may fill the position immediately with a temporary appointment and report the action taken to the Board for approval at the next regularly scheduled Board meeting.

When an administrative position is open and formal selection procedures are anticipated, the Superintendent may make a temporary appointment to a position to assure continuity of services while the interview and selection process are being conducted.

When it is anticipated that an administrative position will be vacant for a specified period of time not to exceed one (1) year, the position may be filled by a temporary administrator for the duration of the vacancy. At the termination of this period, the temporary administrator shall revert to his/her former status unless otherwise appointed or assigned.

Temporary appointments to administrative vacancies shall continue in effect until the return of the incumbent or until the position is filled through the formal selection procedures in this policy. Temporary appointments may be made for an indeterminate time or a specified period of time not to exceed one (1) year.

Administrators taking official leave for one (1) year or less may return to the position to which they were previously assigned. When administrators on official leave extend their leave period beyond one (1) year, the vacant position will be permanently filled.

Upon recommendation of the Superintendent and approval of the Board, administrative vacancies may be filled by the following procedures:

A. Lateral Transfers

Administrative vacancies may be filled by lateral transfer of a member of the staff providing that the:

1. staff member's position is of the same pay grade as the vacancy;
2. staff member meets the qualifications of the vacant position;
3. administrative head of the bureau, region, office, division, or department requests the position be filled by a lateral transfer; and
4. Superintendent recommends and the Board approves the lateral transfer.

B. Career Re-Direction

Administrators who meet all qualifications for an administrative position may apply for career re-direction to a position at a lower pay grade. If approved by the Superintendent, it will be presented to the Board for appointment as a request for "career redirection."

C. Direct Appointments

Upon the recommendation of the Superintendent, with the approval of the Board, an administrative vacancy may be filled by a direct appointment of an individual who has demonstrated the specific qualifications and background applicable to the position.

The authority for direct appointments shall be exercised when necessary (i.e., as a result of reorganization, in cases of leaves or emergency needs, reassignment of personnel within region or District offices, or when the Interview Committee advises that it cannot make an appropriate selection or when the Superintendent deems it in the best interest of the school system).

D. Administrative Re-Assignment

The Superintendent may recommend to the Board administrative re-assignments for the most effective deployment of personnel.

The Assistant Superintendent, Human Resources, Recruiting and Performance Management, shall

monitor and regularly advise the Superintendent regarding the impact of these selection procedures on equal employment opportunity.

Upon the recommendation of the Superintendent, the Board shall enter into a collective bargaining agreement regarding professional and technical employees. Professional and technical employees shall refer to the agreement regarding the terms and conditions of their employment.

F.S. 1001.41(1)(2), 1001.42(5)(23), 1001.43(11), 1012.01, 1012.22, 1012.77
F.A.C. 6A-4.0083, 6A-4.0084

**The School Board of Miami-Dade County
Bylaws & Policies**

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3120.03 - ATHLETIC COACHES

Each person who is employed and renders service as an athletic coach in any District school shall hold a valid temporary or professional certificate or an athletic coaching certificate. School athletics are to be coached only by personnel regularly employed by the School Board and compensated only from Board funds according to the current salary schedule.

F.S. 1012.55(2)

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3120.04 - EMPLOYMENT OF SUBSTITUTE, SHORT-TERM, AND PART-TIME INSTRUCTIONAL STAFF

Employment of instructional personnel on a temporary basis is for a limited time to fill a vacancy for which a regular employee cannot be found, or to perform some task of a temporary nature. This employment shall end at the close of the school term, at the end of the fiscal year, or at the time when the temporary task is completed and may not be for a period of less than twenty (20) paid days.

A. Temporary Instructors (Substitute Teachers)

The employment of temporary instructors shall comply with a planned program developed by the District.

Each school principal is authorized to employ temporary instructors when an instructional staff member is unable to perform assigned duties. The principal shall obtain temporary instructors from the approved list published by the Human Resource Office.

In the absence of a regular teacher, a temporary instructors shall be employed under the following conditions:

1. Absences of regular teachers shall be filled by highly qualified temporary instructors whenever possible.
2. All temporary instructors shall observe the same hours and perform the same duties as regular teachers. Substitutes may be excused by the principal from instructional meetings.
3. Each temporary instructor shall conduct classes according to lesson plans and schedules prepared by the teacher who is absent.
4. Temporary instructors shall be responsible for the extra-curricular duties assigned to the regular teacher. Each temporary instructor shall leave for the returning teacher a summary of the work covered and work assigned to students.
5. Compensation of temporary instructors shall be established by the School Board.
6. The Board authorizes the employment of State and District-certificated temporary instructors pursuant to Florida law.
7. The District may revoke a temporary instructor's certificate for cause.

B. Interim Teachers

In the absence of a regular teacher, an interim teacher shall be employed when it is known or determined that the regular teacher will be absent for more than thirty (30) consecutive days or for the remainder of the school year. A highly qualified teacher shall be appointed as a replacement as soon as possible so that there is continuity in the instructional program. To be eligible to be recommended for a contract for the period to be served, the individual

selected as the replacement shall have a valid Florida certificate and meet the criteria established by the FLDOE to be considered highly qualified for the assignment.

An interim teacher shall be paid on the teacher salary schedule, once they have met all conditions to be employed as a replacement, and shall assume the full duties of a regular teacher.

C. Part-Time Instructional Staff

The Superintendent may employ temporary or part-time personnel as needed.

Part-time positions for summer programs are handled according to summer program procedures. Other District programs such as after school and migrant tutoring may employ part-time instructors providing they hold appropriate certification.

Employees in bargaining units should refer to the current collective bargaining agreement for additional provisions regarding part-time positions for summer programs.

F.S. 1012.35, 1012.36

The School Board of Miami-Dade County
Bylaws & Policies

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3121 - CONDITIONS FOR EMPLOYMENT AND RE-EMPLOYMENT OF INSTRUCTIONAL STAFF

Applicants for employment or reemployment must submit an employment application, a copy of the social security card with correct name, and a minimum of three (3) acceptable references. Candidates shall meet the School Board's hiring guidelines and employment prerequisites prior to consideration for any vacancy.

False or misleading statements or answers or omissions made by a person in connection with seeking employment may bar a person from employment with the Board or, if discovered after employment, may result in disciplinary action, including termination upon the recommendation of the Superintendent and the approval of the Board. Each case shall be considered on its own merits.

F.S. 121.091, 1012.01, 1012.32, 1012.40

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3220 - EVALUATION OF INSTRUCTIONAL STAFF

The Superintendent shall establish and implement a program of personnel assessment to:

- A. raise the quality of instruction in order to improve the achievement of all students;
- B. strive for the improvement of the total District program;
- C. stress the importance of personal improvement on the part of individual instructional staff members so that each student may be provided a quality education;
- D. support the continuous improvement of administrative and supervisory services provided instructional staff members;
- E. establish a process of continuous and systematic instructional staff member evaluation.

The staff evaluation program shall focus on early identification of specific areas in which the individual instructional staff member needs assistance so that appropriate support may be provided. A supervisor offering suggestions for improvement to an instructional staff member shall not release that instructional staff member from the responsibility to improve. If an instructional staff member, after receiving a reasonable degree of assistance, fails to perform his/her assigned responsibilities in a satisfactory manner, dismissal or non-renewal procedures may be initiated. All relevant evaluation documents may be used in the proceedings.

Evaluations shall be conducted of each instructional staff member. An instructional staff member shall be given a copy of any documents relating to his/her performance which are to be placed in the personnel file.

Evaluations of instructional staff members shall be conducted pursuant to the collective bargaining agreement.

Termination of Probationary Period

At or before the termination of the probationary period as defined by law for new teachers, the administration shall take such steps as are required by law or are professionally sound to enable the administration to recommend, or not recommend, annual contracts for these teachers.

F.S. 1012.22, 1012.225, 1012.34

The School Board of Miami-Dade County Bylaws & Policies

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3242 - PROFESSIONAL DEVELOPMENT

The District will work collaboratively with the Florida Department of Education (FLDOE), public postsecondary institutions, State education foundations, consortia, and professional organizations in Florida to maintain a coordinated system of professional development in order to increase student achievement, enhance classroom instructional strategies that promote rigor and relevance throughout the curriculum, and prepare students for continuing education in the workforce. The annual plan development process shall include a review of student achievement data, District strategic goals, applicable State and Federal mandates, and input from instructional personnel and school-based administrators.

The District's comprehensive professional development plan will also incorporate school improvement plans, will align with the Florida Professional Development System Evaluation Protocol Standards, which support the framework for standards adopted by the National Staff Development Council, and will align with the Florida Principal Leadership Standards and the Florida Educator Accomplished Practices.

As required by State law, the District's comprehensive professional development plan will be updated annually by September 1st. Any substantial revisions to the District's plan will be submitted to the FLDOE for review and approval. The Superintendent will annually recommend to the School Board the updated comprehensive professional development plan so that the adoption can be submitted to the Commissioner of Education not later than October 1st of each year.

The Board will provide funding for professional development as required by State law and the General Appropriations Act and will authorize expenditures from other sources to continuously strengthen the District's system of professional development.

F.S. 1001.42, 1011.62, 1011.67, 1012.22, 1012.98, 1012.985, 1012.986

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4000 - SUPPORT STAFF

- [4111](#) Designation of a New Position
- [4120](#) Employment of Support Staff
- [4120.01](#) Confidential Exempt Personnel
- [4120.03](#) Athletic Coaches

The School Board of Miami-Dade County
Bylaws & Policies

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4111 - DESIGNATION OF A NEW POSITION

New support staff positions shall be designated pursuant to the applicable employment agreement.

F.S. 1001.42, 1001.42(5), 1012.22
Federal Immigration Reform and Control Act of 1986
8 U.S.C. 1255a

The School Board of Miami-Dade County Bylaws & Policies

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4120 - EMPLOYMENT OF SUPPORT STAFF

The School Board shall approve the employment, determine the compensation, and establish the term of employment for each support staff employed by the Board. Approval shall be given only to those candidates for employment recommended by the Superintendent.

Support staffs supervise the resources, operations, and management of school(s) and/or department(s) and meet established qualifications.

Any support staff member's misstatement of fact material to qualifications for employment or the determination of salary shall be grounds for dismissal.

A candidate shall be disqualified from employment in any administrative position that requires direct contact with students if the candidate is ineligible for such employment under F.S. 1012.315.

The Superintendent shall also conduct employment history checks of all candidates for positions. The employment history check shall include, but not be limited to, contacting any previous employer and screening the candidate through the use of the screening tools described in State law.

Individuals appointed to their initial administrative positions in the State of Florida will have a ninety-seven (97) day probationary period in which the employee may be dismissed without cause or resign from without breaching the contract.

All support staff shall become familiar with the policies of the Board and other policies, regulations, memoranda, bulletins, and handbooks that pertain to their duties in the District.

F.S. 1012.01, 1012.23, 1012.315, 1012.32, 1012.33, 1012.37, 1012.40, 1012.55

F.S. 1012.56

F.A.C. 6A-1.0502(11), 6A-1.070

20 U.S.C. 1255a, 6301

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All support staff shall become familiar with the policies of the Board and other policies, regulations, memoranda, bulletins, and handbooks that pertain to their duties in the District.

F.S. 1012.01, 1012.23, 1012.315, 1012.32, 1012.33, 1012.37, 1012.40, 1012.55

F.S. 1012.56

F.A.C. 6A-1.0502(11), 6A-1.070

20 U.S.C. 1255a, 6301

The School Board of Miami-Dade County Bylaws & Policies

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4120.01 - CONFIDENTIAL EXEMPT PERSONNEL

The Superintendent may designate certain employees as confidential exempt personnel. Confidential exempt personnel are defined in the document, Classification and Compensation Plan for Confidential Exempt Personnel, incorporated by reference, which also includes regulations for the administration of the classification, compensation, and performance appraisal systems for confidential exempt personnel.

The document is maintained in the Office of Human Resources, Recruiting, Performance Management, and Labor Relations, the Office of Board Recording Secretary, and the Citizen Information Center.

Revised 9/7/11

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Bylaws & Policies

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4120.03 - ATHLETIC COACHES

Each person who is employed and renders service as an athletic coach in any District school shall hold a valid temporary or professional certificate or an athletic coaching certificate. School athletics are to be coached only by personnel regularly employed by the School Board and compensated only from Board funds according to the current salary schedule.

F.S. 1012.55(2)

The School Board of Miami-Dade County Bylaws & Policies

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1000 - ADMINISTRATION

- ☐ [1111](#) Designation of a New Position
- ☐ [1120](#) Employment of Administrators
- ☐ [1120.01](#) Managerial Exempt Personnel
- ☐ [1220](#) Evaluation of Administrative Personnel
- ☐ [1242](#) Professional Development

The School Board of Miami-Dade County
Bylaws & Policies

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1111 - DESIGNATION OF A NEW POSITION

Subject to the recommendation of the Superintendent, the Board shall designate new positions pursuant to the job description process in Policy [1600](#) and set the initial salary for new positions. The District employs only U.S. citizens and others lawfully authorized to work in the United States.

F.S. 1001.42, 1012.22, 1001.42(5)
Federal Immigration Reform and Control Act of 1986
8 U.S.C. 1255a

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1120 - EMPLOYMENT OF ADMINISTRATORS

The Board shall approve the employment, determine the compensation, and establish the term of employment for each administrator employed by the Board. Approval shall be given only to those candidates for employment recommended by the Superintendent. Administrators shall recommend to the Superintendent the best qualified administrative applicant available.

Administrators supervise the resources, operations, and management of school(s) and/or department(s) and meet established qualifications.

Any administrative staff member's misstatement of fact material to qualifications for employment or the determination of salary shall be grounds for dismissal.

A candidate shall be disqualified from employment in any administrative position that requires direct contact with students if the candidate is ineligible for such employment under F.S. 1012.315.

The Superintendent shall also conduct employment history checks of all candidates for administrative positions. The employment history check shall include, but not be limited to, contacting any previous employer and screening the candidate through the use of the screening tools described in State law.

Individuals appointed to their initial administrative positions in the State of Florida will have a ninety-seven (97) day probationary period in which the employee may be dismissed without cause or resign from without breaching the contract.

All administrators shall become familiar with the policies of the Board and other policies, regulations, memoranda, bulletins, and handbooks that pertain to their duties in the District.

F.S. 1012.01, 1012.23, 1012.315, 1012.32, 1012.33, 1012.55, 1012.56

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1120.01 - MANAGERIAL EXEMPT PERSONNEL

Administrators employed by the District and designated as managerial exempt have joined together in professional associations to further both the interests of public education and of the administrators themselves. Such associations can contribute to the orderly and proper operation of the District by presenting the concerns of the District's administrators to the Superintendent and to the School Board. Concerns of administrators which pertain to wages, benefits, and other terms and conditions of employment can most efficiently be presented to and considered by the Superintendent working with a single professional association. While individual administrators will always be free to present their personal views to the Superintendent and/or the Board, it has been determined that, as a matter of policy, the common concerns of managerial exempt administrators on matters pertaining to wages, benefits and other terms and conditions of employment should be presented to the Board through the Superintendent working with a single professional association.

Therefore, providing that a professional association can show that it represents a majority of the managerial exempt employees, the Superintendent shall recognize that association to represent all managerial exempt employees on common issues regarding wages, benefits, and other terms and conditions of employment. The Superintendent shall designate and inform the Board of the appropriate association to meet and confer with the Superintendent pursuant to this policy.

Manual of Procedures for Managerial Exempt Personnel (MEP)

The wages, benefits, and terms and conditions of employment of the District's managerial exempt employees are found in the Manual of Procedures for Managerial Exempt Personnel (MEP), incorporated by reference.

Except when required by State or Federal law, regulations, or when recommended by the Superintendent, the MEP will be amended annually, as necessary, subsequent to the completion of the "meet and confer" process.

Amendments

- A. The Superintendent shall prepare proposed amendments and forward them to the association.
- B. The association shall notify the Superintendent in writing whether it concurs with the amendments as proposed or wishes to meet and confer with the Superintendent concerning proposals or to offer additional proposals.
- C. Should the association indicate its desire to meet and confer, the Superintendent shall meet and confer with the association on a regular basis in an attempt to agree upon the proposed amendments to be presented to the Board. However, the Superintendent is not precluded

from recommending amendments to the Board even if no agreement is reached.

- D. When the association and the Superintendent agree upon the proposed amendments to the MEP, it shall be presented to the Board by the Superintendent. The association shall, prior to consideration by the Board, transmit to the Board the association's support of the proposed MEP.

Association Rights

The following rights shall be provided to the association:

- A. Payroll deductions,
- B. Inclusion in E-Mail subject to applicable laws and regulations,
- C. Access to school facilities for the association's staff and officers to meet with managerial exempt employees at reasonable times which will not interfere with the employee's assigned duties, after giving notice to the supervising administrator at each facility, and
- D. Regularly scheduled meetings with the Superintendent, except when extenuating circumstances prevent scheduled meetings from occurring.

F.S. 115.09, 115.14, 1001.41(1)(2), 1001.42(25), 1001.43(10), 1012.01

F.S. 1012.22(1)(c)(4), 1012.40, 1012.61(2)(a)(5), 1012.65, 1012.66

F.A.C. 6A-4.0083, 6A-4.0084

Section 401(a) Internal Revenue Code

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Bylaws & Policies

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1220 - EVALUATION OF ADMINISTRATIVE PERSONNEL

The work of each administrator shall be evaluated annually by the immediate supervisor.

F.S. 110.224, 1012.34

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1242 - PROFESSIONAL DEVELOPMENT

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As required by State law, the District's comprehensive professional development plan will be updated annually by September 1st. Any substantial revisions to the District's plan will be submitted to the FLDOE for review and approval. The Superintendent will annually recommend to the School Board the updated comprehensive professional development plan, so that the adoption can be submitted to the Commissioner of Education no later than October 1st of each year.

The Board will provide funding for professional development as required by State law and the General Appropriations Act and will authorize expenditures from other sources to continuously strengthen the District's system of professional development.

F.S. 1001.42, 1011.62, 1011.67, 1012.22, 1012.98, 1012.985, 1012.986