

Out-of-Field (OOF) Process

Charter Schools

Florida Administrative Code 6A-1.0503 *Definition of Qualified Instructional Personnel, section (4)(a)* allows each charter school governing board to grant approval to teachers teaching out-of-field at the charter schools they preside over after determination that a teacher with appropriate certification coverage is not available. Please use the following guidelines to assist you with this process. Should you have any questions, please contact the district Certification Department at 754-321-2348.

Determination of OOF

In preparation for the out-of-field process you will need to become familiar with the Florida Course Code Directory (CCD). The CCD is revised each school year (and updated as needed during each school year) by the Florida Department of Education and contains a list of Florida course code numbers with acceptable certification(s) for each course. <http://www.fldoe.org/articulation/CCD/>

You will be using the CCD and the teacher's class make up to: (1) determine if a teacher is assigned as OOF and (2) determine if a teacher is appropriately certified for the specific student population/student characteristic(s) they are addressing (e.g. Gifted, ESOL, and Speech- Impaired).

- Once you have compared your teachers' certification(s) with the acceptable certification(s) listed in the CCD for each course you have assigned them, you can then determine which teachers are assigned OOF. It is strongly suggested that you complete an *Out-of-Field Agreement* form for each identified OOF teacher. See Exhibit I for an example of the *Out-of-Field Agreement* form, which is available on the Certification Department web site https://www.browardschools.com/cms/lib/FL01803656/Centricity/Domain/13452/Charter/CharterWaiverReg_revised.pdf
- A single *Out-of-Field Agreement* form should be completed for each teacher determined to be assigned OOF and should list **all** of their OOF course(s) and/or student characteristic(s) on the single *Out-of-Field Agreement* form. Be sure to list the OOF course code number(s) as they are shown in the Florida Course Code Directory and list the student characteristic(s) as shown on Exhibit 2.
- *Out-of-Field Agreement* forms should be completed showing **only** the OOF student characteristics(s) and/or course code number(s) the teacher is OOF for and for which you are seeking approval from your Charter School Governing Board. Do not indicate every course code number the teacher is assigned, if not related to the OOF placement.
- Indicate a reason for the out-of-field placement by selecting from the drop down menu in the "Justification" field (no justification needed for OOF placements in ESOL, Gifted, or Reading only as these are anticipated shortages), if utilizing the interactive form on the Certification Department web site. https://www.browardschools.com/cms/lib/FL01803656/Centricity/Domain/13452/Charter/CharterWaiverReg_revised.pdf

- **If a teacher is being submitted as out-of-field for ESOL only, do not indicate course code number(s) on the *Out-of-Field Agreement* form.** Remember ESOL is a student characteristic, not an actual course. Additionally, only teachers teaching the primary English/Language Arts and/or Reading class to ESOL-identified students without ESOL certification require approval to teach OOF for ESOL.
- Prior to submitting an *Out-of-Field Agreement* for a teacher, you must ensure that the teacher holds a valid state certificate or a Statement of Status of Eligibility indicating the teacher is eligible for a certificate.
- Review all new-hire teachers' teaching assignments to ensure they hold/are eligible for a certificate appropriate for all assignments. If a teacher is hired OOF, counsel the teacher at hire or at the time of the OOF placement regarding their OOF training requirements.

Submission of OOF Agreements

Out-of-Field Agreement form submissions must be submitted before FTE survey dates 2 and 3 for the school year and must include the teacher's name, the subject area(s) on their FL educator's certificate or Statement of Eligibility Letter (if awaiting issuance), and the out-of-field area(s) for which they are being Board approved. It is suggested that each charter school's Charter School Governing Board set a deadline by which their respective charter school(s) submit *Out-of-Field Agreement* forms for review.

Approval of OOF Placements

When reviewing *Out-of-Field Agreement* forms for approval, it is suggested that the Charter School Governing Board follow these review points:

- Review the justification for every OOF placement in a core subject area. Note that OOF placements for a core subject area mean that the teacher placed OOF has not met the No Child Left Behind (NCLB) Highly Qualified Teacher requirements. This is especially important for Title 1 schools, as all teachers assigned to a Title 1 school must meet NCLB Highly Qualified Teacher requirements.
- Pay particular attention to OOF placements in subject areas where, historically, there has been no difficulty finding applicants (e.g. social science, physical education, elementary education). This may be a concern and the justification for the OOF placement should be discussed in detail with the charter school principal.
- Following the Charter School Governing Board's approval of the OOF teacher placements, minutes from the meeting should be sent to the district Department of Charter Schools Support. The minutes should include the names of all teachers Board approved, the subject area(s) shown on their FL educator's certificate, and the out-of-field area(s) for which they were Board approved.

Compliance Monitoring: OOF Training

OOF training progress must be tracked to ensure compliance to state-mandated training requirements. It is strongly suggested that you utilize a tracking tool (e.g. Excel file, FileMaker database) to monitor teachers' progress. Training requirements are outlined in Florida Administrative Code *6A-1.0503 Definition of a Qualified Instructional Personnel, section (4)(b)1., (4)(b)2., and (4)(b)3.*, and are also outlined on the Certification web site. <https://www.browardschools.com/Page/40449>

Teachers who are not in compliance with state mandated OOF training are not to be placed OOF for the same OOF assignment or any other OOF assignment in the future until the teacher is fully compliant.

Compliance Monitoring: FTE Audits

It is your responsibility to maintain records for *Out-of-Field Agreement* forms sent and approved by your Charter School Governing Board. It is recommended they be kept in the school's FTE audit file or another designated location for this purpose along with copies of teacher certificates and evidence of OOF training progress of all OOF teachers at your site. To prevent a loss of funds during an audit, please remember the following:

- **OOF approval should be obtained from the Charter School Governing Board prior to the October and February FTE survey periods.**
- **Parents or guardians must be notified, in writing, of the out-of-field status of their child's teacher. Notification via the computer or any other electronic means is not acceptable.**
- **Notices to parents must be dated and include the teacher's name and the out-of-field subject(s) they are teaching.**
- **Announcements must be sent out prior to the FTE survey (1012.42 F.S.) and may be by school newsletter or direct letters to the parents.**

District Monitoring

The district Department of Charter Schools Support will continue to monitor OOF reporting and training compliance during charter school visits and will review the Charter School Governing Board minutes to ensure appropriate approval for out-of-field teacher placement has been made.

Exhibit 1

Out-of-Field Agreement - Charter Schools

SECTION I

Loc #	<input type="text"/>	Loc Name:	<input type="text"/>	Date	<input type="text"/>
Last Name:	<input type="text"/>	First Name:	<input type="text"/>	SSN:	<input type="text"/>

SECTION II

I recommend the above employee to teach:

Course Code Numbers	Course Title
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>

Justification for Out-of-Field Subjects: (Not needed for out-of-field placement in ESOL, Gifted, or Reading.)

Out of Field For Student Characteristic(s)

NOTE: The only ESOL submitted on an Out-of-Field Agreement is Category I.

Verify acceptable certification(s) for assigned courses by reviewing the Florida Course Directory at <http://www.fldoe.org/articulation/CCD/> prior to submitting an Out-Of-Field Agreement.

Out-of-Field Date

Current Area(s) of Certification: Attach a copy of the teacher's Florida Department of Education certificate or Statement of Status of Eligibility to this form.

SECTION III

If I am out-of-field for ESOL, I agree to complete my ESOL training according to the Multicultural Education Training Agreement (META) timeline.

If I am out-of-field for Gifted or Reading, I agree to complete six (6) semester hours of college credit or 120 inservice points in the out-of-field area within 12 months from the date of my out-of-field assignment.

If I am out-of-field in any other area(s), I agree to pass the appropriate FL Subject Area Exam within 12 months from the date of my out-of-field assignment.

Teacher's Signature

Date

I have verified that the above teacher holds a valid Florida Department of Education certificate and have attached a copy of the certificate to this Agreement prior to submission for the Charter School Governing Board representative's signature. I also understand that the Principal must monitor the teacher's out-of-field training progress to ensure the teacher is within state-mandated out-of-field training requirements.

Principal's Signature

Date

SECTION IV

Approval

Charter School Governing Board Representative

Date

Exhibit 2

Student Characteristic	Description
C	Orthopedically Impaired
D	Occupational Therapy
E	Physical Therapy
F	Speech Impaired
G	Language Impaired
H	Deaf or Hard of Hearing
I	Visually Impaired
J	Emotional/Behavioral Disability
K	Specific Learning Disability
L	Gifted
M	Hospital/Homebound
O	Dual-Sensory Impaired
P	Autism Spectrum Disorder
S	Traumatic Brain Injured
T	Developmentally Delayed
U	Established Conditions
V	Other Health Impaired
W	Intellectual Disability
LY1	ESOL Category 1