

**SUBJECT: PROCEDURE FOR HIRING INSTRUCTIONAL STAFF**  
**BUSINESS PRACTICE BULLETIN**

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**TABLE OF CONTENTS**

	<u><b>PAGE(S)</b></u>
A. General	2
B. Hiring Instructional Personnel	2 - 5
C. Exhibits 1 - 4	6 - 9
D. Index	10

**SUBJECT: PROCEDURE FOR HIRING INSTRUCTIONAL STAFF**  
**BUSINESS PRACTICE BULLETIN**

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**GENERAL:**

The purpose of this bulletin is to outline the procedures for hiring instructional personnel. A person shall be appointed to a teaching position only if he or she holds or is eligible for a valid full-time Florida State Educator's Certificate or a School Board of Broward County Instructional Certificate. Other considerations being equal, preference shall be given to teachers having advanced training and degrees in their fields of subject matter as well as successful classroom teacher experience.

**A. SCREENING INSTRUCTIONAL PERSONNEL**

1. Principal identifies the vacancy and begins the search for candidates.
  - a. Contact a personnel administrator in Instructional Staffing Department for candidate recommendations.
  - b. Access [web/instructstaff](#) to download the list of unassigned contract candidates.
  - c. Search the applicant and transfer databases in the Computerized Applicant Flow System (CAFS) database.
  - d. Verify the certification eligibility for applicants selected for interview.
2. Principal or designee identifies the position in the Declaration of Vacancy (DOV) database.
  - a. Complete the on-line Position Request Form (PRF), if a position number is not available, and submit to the Area Business Analyst.
  - b. Vacancies posted in DOV by noon Tuesday are advertised the following Monday for seven (7) days.
  - c. Review resumes for accurate account of applicant work history.
  - d. If an experienced teacher, obtain the former principal's name and telephone number.
3. Applicants submit resumes directly to the location advertising a vacancy.
4. Principal or designee selects applicants for interview.

**SUBJECT: PROCEDURE FOR HIRING INSTRUCTIONAL STAFF  
BUSINESS PRACTICE BULLETIN**

---

**5. INTERVIEWING INSTRUCTIONAL PERSONNEL**

- a. Candidates requesting Veteran's Preference must be granted an interview.
2. Procedures for conducting interviews:
  - a. Utilize the same panel members for all applicants.
  - b. Utilize a diverse panel consisting of a balance of male, female and ethnicity.
  - c. Ask the same interview questions of all candidates.
  - d. Interview questions must be job related (personal questions regarding moral character, ethical behavior, personality and/or physical, mental or emotional state are illegal to ask).
  - e. The following scoring system is to be utilized for all candidates:
    - 0 – no response (no evidence)
    - 1 – much less than competent level (minimum knowledge level)
    - 2 – less than competent (basic knowledge level)
    - 3 – competent (application level)
    - 4 – more than competent (synthesis level)
    - 5 – significantly competent (analysis level)
  - f. Maintain all documentation of interviews (resumes, list of panel members, list of questions asked and final candidate scores) including date and time of interview for each candidate for three (3) years.

**6. PRINCIPAL SELECTS A NEW CANDIDATE**

1. When selecting a new candidate (not an SBBC employee):
  - a. Principal and candidate sign the Location Agreement Pre-Clearance form (LAP) (Exhibit 1)
  - b. Indicate on the LAP if you are hiring for the current year only, whether the teacher will be a replacement teacher (to be considered for renewal) or whether the teacher is for one-year only. Fax or pony a copy of the LAP form to Instructional Staffing.
  - c. Review personal data (P screen) and references (F screen) in CAFS.
  - d. When hiring a new candidate without previous teaching experience, review references provided on CAFS or contact references personally.

**SUBJECT: PROCEDURE FOR HIRING INSTRUCTIONAL STAFF  
BUSINESS PRACTICE BULLETIN**

---

**C. PRINCIPAL SELECTS A NEW CANDIDATE (continued)**

1. When selecting a new candidate (not an SBBC employee):
  - e. When hiring a new candidate with teaching experience, contact his or her references and complete the Last Principal Verification (LPV) form (Exhibit 2).
  - f. Fax or pony a copy of the LPV form to Instructional Staffing.
2. Processing a New Candidate:
  - a. Instructional Staffing confirms the candidate is eligible for certification.
  - b. Hiring location checks status on DOV.
  - c. Instructional Staffing schedules orientation appointments and notification is sent to the location contact person.
  - d. Hiring location accesses the DOV and prints out the appointment form for new hire to bring to orientation.
  - e. Hiring location will monitor Security Clearance database to obtain authorization date for new hire. **No employee shall be allowed to report to work** until a security authorization date is obtained.
3. New Candidate Ready to Report:
  - a. Once the new hire receives the authorization date in the Security Clearance database, he or she is ready to report to work.
  - b. Contact the candidate and establish the date he or she will begin employment.
  - c. Enter the start date in the Security Clearance and DOV databases.
4. New Candidate (Employee) is Hired:
  - a. The new hire is assigned a personnel number by the Human Resources Information Systems (HRIS) Department.
  - b. The location accesses the DOV to print the candidate clearance form. This form indicates whether the new hire is fully cleared or tentatively cleared.
  - c. A tentatively cleared new hire must submit the required documents (transcripts, references, teaching certificates etc.) to complete his/her clearance.
  - d. Maintain a copy of the new hire's teaching certificate at hiring location.

**SUBJECT: PROCEDURE FOR HIRING INSTRUCTIONAL STAFF  
BUSINESS PRACTICE BULLETIN**

---

**C. PRINCIPAL SELECTS A NEW CANDIDATE (continued)**

- 4. New Candidate (Employee) is Hired:
  - e. Encourage the new hire to attend a Certification Innovation Zone visit meeting.
  - f. The hiring location creates a Communicating Across Broward (CAB) account for the new hire.
  - g. The candidate will appear in SAP under the location’s organizational unit.

**D. PRINCIPAL SELECTS A TRANSFER CANDIDATE**

- 1. When selecting a transfer teacher, current SBBC employee, locate the teacher in CAFS and complete the first approval code.
- 2. Print the CAFS screen and forward to the area office for second approval (Exhibit 3)
- 3. Instructional Staffing will provide third and final approval.
- 4. Monitor the CAFS database for third approval from Instructional Staffing.
- 5. Teacher may not transfer or move to new location until the third approval is obtained from Instructional Staffing.
- 6. To reassign/transfer teacher to a new location, a ZPAF will need to be created. During the time period that the transfer CAFS database opens in April to July 4, a ZPAF in not necessary.
- 7. The candidate will appear in SAP under the new location’s organizational unit once the ZPAF has been approved and the new location has been entered in SAP.

## LOCATION AGREEMENT PRE-CLEARANCE

### The School Board of Broward County

The School Board of Broward County hereby offers to conditionally employ you for the \_\_\_\_\_ school year and will recommend your name for hire to The School Board of Broward County, Florida. This offer is expressly conditioned upon your possession of proper certification, and that you have made full and accurate disclosure of your academic and work history, and security background information. The offer is further conditioned upon receipt of acceptable reference letters attesting to those personal and professional attributes desired by the District. In the event that you are not eligible for Florida certification or your references are not acceptable, the School Board shall be relieved of all obligations under this agreement.

Florida Statute requires a new employee to the District to be on probation during the first 97 workdays of the employee's initial contract.

Your signature indicates that you understand if you are assigned a Limited English Proficient (LEP) student, you will meet the necessary ESOL training requirements as outlined in the Multicultural Education Training Advocacy (META) Consent Decree.

This agreement confirms your acceptance of a position at the location mentioned below. Failure to fulfill your commitment to the assigned location will result in your ineligibility for employment as an instructional employee for The School Board of Broward County, Florida for one year from the date of this agreement. The District reserves the right to change your location or assignment if extenuating circumstances exist.

I acknowledge that this offer is made expressly subject to those conditions set forth above, and accept this offer with full knowledge of that fact. I understand I must return this agreement to the location within five days of the offer.

Candidate's Name (Print Last, First)	Candidate's Signature	Date
Candidate's SS#	ID #, if SBBC employee	Start Date
Home Phone	Cell Phone	
Date of Birth	Race/Sex	

Yes  No Hiring for the current year only. If yes, select one:  One Year Only or  Replacement Teacher

Location #	Location Name
Subject(s)/Grade(s)	Course Code Number(s)
SAP Position Number	<input type="checkbox"/> 100% Full time or _____ % Percentage
Principal's Signature	Date of the Offer

**The candidate will bring this form at the time of his/her processing appointment.**  
**This form is a recommendation to hire; the School Board must approve the recommended candidate for employment.**  
**If an experienced teacher, the hiring principal MUST contact the candidate's last principal.**

**THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA**  
**INSTRUCTIONAL STAFFING DEPARTMENT**  
**FAX # 754-321-2336**

**TELEPHONE VERIFICATION/RECOMMENDATION FROM LAST PRINCIPAL**

If the candidate has taught full-time, the **hiring principal** must personally contact the applicant's last principal and ask the following questions. Fax the completed form to Instructional Staffing. Contact your recommended candidate, to obtain his/her last principal's name and telephone number.

\_\_\_\_\_  
 CANDIDATE'S NAME

\_\_\_\_\_  
 SOCIAL SECURITY NUMBER

**REFERENCE INFORMATION FROM PREVIOUS TEACHING POSITION**

\_\_\_\_\_  
 NAME OF LAST PRINCIPAL

\_\_\_\_\_  
 TITLE

\_\_\_\_\_  
 PHONE NUMBER

\_\_\_\_\_  
 SCHOOL NAME

\_\_\_\_\_  
 ADDRESS

This assessment covers the period between (MM/YYYY) \_\_\_\_\_ to \_\_\_\_\_.

1. The candidate had indicated that you were the last employer. Do you have any knowledge of why he/she is leaving or left your district? If yes, please explain?
2. Were there any incidents in your district involving this employee that we should know about?  
 Yes  No If yes, please explain.
3. Have you personally observed this person? If yes, please offer your opinion.
4. Did you ever receive parental complaints concerning this employee?  Yes  No  
 If yes, please explain.
5. How would you describe the employee's relationship with parents, students (clients) and staff?
6. In the employee's past year of employment, how would you rate his/her attendance? (Circle one)  
 Excellent      Good      Fair      Poor      Very Poor
7. In the employee's past year of employment, how would you rate his/her punctuality? (Circle one)  
 Excellent      Good      Fair      Poor      Very Poor
8. Do you know of any reason why we would not want to employ this candidate?  Yes  No  
 If yes, please explain.
9. Do you have any additional comments about this employee regarding employment with Broward County Public Schools?

\_\_\_\_\_  
 Hiring Principal Signature

\_\_\_\_\_  
 Location Name

\_\_\_\_\_  
 Date

XAFI  
RECORD RETRIEVED

YEAR: 07 TRANSFER SYSTEM

11/01/07 09:24:12

REQUEST: R SS#: ██████████ NAME: DE LEON, EDIL RANDOLPH R/S: H M  
WORK INFO: ( ) - 0231 COLBERT GRADE: 12  
AREA(S) OF CERT: EMP #: ██████████  
Exceptional Student

CUR ASSGN(S): LEVELS(S) \_ PRE-K X K-3 X 4-5 \_ 6-8 \_ 9-12 \_ ADULT/VOE  
SUBJ(S) 144 SPEC OC 146 READING 021 ENGLISH \_\_\_\_\_  
DES ASSGN(S): LEVELS(S) X PRE-K X K-3 X 4-5 \_ 6-8 \_ 9-12 \_ ADULT/VOE  
SUBJ(S) 144 SPEC OC 146 READING 021 ENGLISH \_\_\_\_\_  
BARG. UNIT DATE: 08/10/04 TRANS TYPE: THD STATUS: S APP DT: 10/02/07  
LOCN(S) PREF: (Y = INTV BY LOCN) ALT LOCN:

Y	0231	COLBERT	0711	ORANGE BROOK
_	1641	FAIRWAY	0531	MIRAMAR ELEM
_	0131	HALLANDALE ELEM	3491	SILVER PALMS
_	2871	SCASTLE	0121	HLLYWD CENTRAL
_	3371	SILVERLAKES	0721	DRIFTWOOD ELEM
				POS. NUMBER 80116828

INITIATOR/LOCN PRN 0231 10/02/07 APPR. 2 MM/DD/YY APPR. 3 MM/DD/YY  
R) RETRIEVE A) ADD C) CHANGE D) DELETE \*) INITIALIZE T) TRANSFER CLEAR=MENU  
L) LABOR PF07=SELECTION PF08=NAME PF09=ADDL INFO



Broward County Public Schools, Florida  
Conditional Employment Clearance for  
Instructional Personnel

Congratulations and Welcome to Broward County Public Schools!!!!

You have been recommended for an instructional position for the \_\_\_\_\_ school year. You are not approved to begin work until the Security Clearance Office has authorized you to begin. Your location will notify you when you are authorized to report to work. You may not begin working at your location prior to the date of the security clearance notification.

Your employment is contingent upon:

- Instructional Staffing receiving the recommended satisfactory references, and receipt of official transcripts with the degree posted;
- submission of an Instructional application, which contains a full and accurate disclosure of your employment history;
- certification eligibility for the area you are recommended to teach; and
- receiving authorization from the Security Clearance Office.

After you have been processed, your location will access the Declaration of Vacancy database (DOV) to verify that your documents have been received and accepted. If documents are needed, you and your location will have thirty (30) days to provide the documents to Instructional Staffing.

Failure to submit acceptable documents may result in your dismissal.

Your signature below indicates your agreement to these terms.

\_\_\_\_\_  
Employee Name (Print)

\_\_\_\_\_  
Location

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

**BUSINESS PRACTICE BULLETIN**  
The School Board of Broward County, Florida

BULLETIN NO. <b>H - 140</b>
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**SUBJECT: PROCEDURE FOR HIRING INSTRUCTIONAL STAFF**  
**BUSINESS PRACTICE BULLETIN**

---

**INDEX**

	<b>PAGE</b>
Communicating Across Broward (CAB)	5
Computerized Applicant Flow System (CAFS)	2
Declaration of Vacancy (DOV)	2
Last Principal Verification (LPV)	4
Location Agreement Pre-Clearance Form (LAP)	3
One Year Only	3
Position Request Form	2
Scoring System	3
Security Authorization Date	4
Security Clearance Database	4
ZPAF	5

<b>Issued By:</b> <b>Instructional Staffing Department</b>
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