SUBJECT: **PROCEDURE FOR REPORTING OUT-OF-FIELD TEACHERS**

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GENERAL:

The purpose of this bulletin is to outline the procedures for reporting teachers as out-of-field using the new programmatic process through SAP based on assigned course code(s), student characteristic(s), and current certification. Any teacher who does not hold a valid Florida educator's certificate or an approved HOUSSE plan form with the appropriate coverage as provided for in the Course Code Directory is to be considered out-of-field.

Additional information on out-of-field can be found on the Certification website. http://www.broward,k12.fl.us/certification/Out-of-Field.html.

A.   PROCEDURE

1.   IDENTIFYING OUT-OF-FIELD TEACHERS AT SCHOOL

   a.   Out-of-field program is run in SAP twice a year prior to each survey period.

   b.   Program will identify new out-of-field placements, update current out-of-field placements for training compliance, and delimit out-of-field records for teachers who have provided Certification with a copy of the updated certificate reflecting the out-of-field area.

   c.   Schools pull the Teachers Teaching Out-of-Field Report for instructional staff by organizational unit in BRITE. Instructions can be found at: http://www.broward.k12.fl.us/erp/brite/reports/index.html.

   d.   Schools analyze report for accuracy; out-of-field data is based upon the teacher's certification in SAP and the teacher's course code assignments and identified student characteristics shown in TERMS.

   e.   Discrepancies in assigned course code numbers are corrected by the location through TERMS – note that out-of-field records created by incorrect course code assignments will not be programmatically delimited; USE CAUTION WHEN ASSIGNING COURSE CODE NUMBERS.

   f.   Schools look for discrepancies between what appears on the teacher's certificate and what is recorded in SAP. Certificate information can be validated by looking at individual records in SAP infotype 795 or BRITE "Certification and License" report. Instructions for this report can be found at: http://www.broward.k12.fl.us/erp/brite/reports/index.html.

   g.   Certificates not in SAP should be sent as an email attachment to the appropriate Certification Administrator for immediate updating.

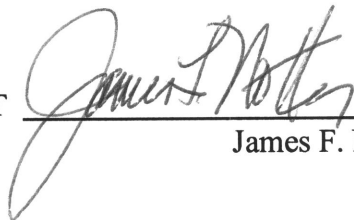SUBJECT: **PROCEDURE FOR REPORTING OUT-OF-FIELD TEACHERS**

2. COMPLETION OF OUT-OF-FIELD WAIVERS

    a. Location prints Teachers Teaching Out-of-Field Report by established deadline dates twice a year.

    b. Location completes <u>one</u> Out-of-Field Agreement for each out-of-field teacher using the Out-of-Field Agreement FileMaker database – see Exhibit 1.

    c. Location prints Out-of-Field Agreements and principal and teacher sign; waivers held until Board approval (twice a year for Survey 2 and Survey 3).

    d. Certification pulls out-of-field reports by area for Board approval twice a year and submits to Area Superintendents for final approval.

    e. Certification submits to Official School Board Records for Board approval.

    f. Location submits original Out-of-Field Agreements to Personnel Records with a copy retained at location for audit purposes following Board approval.

3. TEACHER NOTIFICATIONS

    a. SAP generates email notification to teachers out-of-field requiring Board approval – EXHIBIT 2

    b. SAP generates email notification to ESOL category 2 & 3 teachers in need of training – EXHIBIT 3 (no Out-of-Field Agreement required)

APPROVED BY ELT _James F. Notter_

James F. Notter

:	Issued By: Certification/Incentives Department

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Out-of-Field Agreement   EXHIBIT I

SECTION I

Loc #: [   ]   Loc Name: [   ]   Date: [   ]

Last Name: [   ]   First Name: [   ]   Pers #: [   ]

SECTION II

I recommend the above employee to teach:

Out-of-Field Subjects:
(Course Code Numbers)
Enter the course code number(s) in the first column and hit tab. Text descriptions will populate in the second column.

Out-of-Field Other:
(Student Characteristic)
NOTE: Only ESOL Category 1 is entered on an Out-of-Field Agreement. For ESOL Category 1 enter: LY1

Out-of-Field Date: [   ]

Current Field(s) of Certification: [   ]

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.

I am aware that failure to comply with these requirements within the prescribed timeline may result in a surplus from my location.

_____   _____
Teacher's Signature   **Date**

_____   _____
Principal's Signature   **Date**

:

**Issued By:
Certification/Incentives Department**

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EXHIBIT 2

Auto-Generated E-Mail Message to Out-of-Field Teachers
Assigned a Board Approval Date

Please note: This e-mail was sent from a notification-only address
that cannot accept incoming e-mail. Please do not reply to this message.

TO: Teacher

SUBJECT: **NOTIFICATION OF OUT-OF-FIELD PLACEMENT**

You have been identified as being out-of-field for the following course code assignment and/or because you are teaching a student with a characteristic you are not appropriately certified for:

Your name will be sent to the Board for approval of your out-of-field assignment, and the parents of the students you are teaching will be sent a letter by your principal. Please understand that State Board Rules mandate you take inservice, college coursework, or the subject area exam, if applicable, for your out-of-field assignment.

If you feel the identified course code number and/or student characteristic is incorrect, please contact your school's administration. To determine the training requirements needed for your out-of-field placement, please access the certification website at http://www.broward.k12.fl.us/certification/Out-of-Field.html or contact the Certification Department. Failure to meet requirements within the prescribed timeline may result in a surplus from your location.

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EXHIBIT 3

Auto-Generated E-Mail Message to ESOL Category II and III Teachers
In Need of Training (non-Board approval)

Please note: This e-mail was sent from a notification-only address
that cannot accept incoming e-mail. Please do not reply to this message.

TO: Teacher

SUBJECT: NOTIFICATION OF NEED FOR ESOL TRAINING

You have been identified as needing to complete mandated ESOL training for your current teaching assignment as shown below:

To determine the specific training requirements needed, please access the certification website at http://www.broward.k12.fl.us/certification/Esol.html. Failure to meet requirements within the prescribed timeline may result in a loss of funds for your school.

If you feel this information is incorrect because you completed the appropriate ESOL training course for Category 2 and/or 3 teachers, please complete a Verification of ESOL Training form and send to the Certification Department. A training certificate will be sent to you and your certification record in SAP will be updated accordingly. http://www.broward.k12.fl.us/certification/ESOL_Train.pdf

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