

THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA

MARILYNN "LYNN" STRONG ASSOCIATE SUPERINTENDENT HUMAN RESOURCES

Signatures on File

January 25, 2010

TO: All Principals
Department Heads

FROM: Lynn Strong, Associate Superintendent
Human Resources

VIA: Area Superintendents

SUBJECT: **APPLICATION FOR CRITICAL SHORTAGE SABBATICAL LEAVE**

Please notify each member of your instructional staff that we are now accepting applications for the Critical Shortage Sabbatical Leave for the 2010-2011 school year. An application is attached. Please make copies if needed. Applications can also be downloaded from our website at www.browardschools.com/teacher; select "Current Broward County Teacher." The deadline for applying is **March 1, 2010**.

The following is the approved 2010-2011 subject area from which an instructional employee may apply for a critical sabbatical leave:

Speech Language Impaired

The sabbatical leave allows eligible teachers to take a one-year Board approved leave of absence to complete the required course work and/or requirements to become certified in an approved subject area. The teacher must have at least two years of experience with The School Board of Broward County. Candidates will be expected to carry a course load of at least 12 hours. Employees granted a sabbatical leave shall receive 75 percent of their base salary and full benefits while on leave. The leave shall count as regular service for the purpose of retirement, a year's credit of service for salary increments, and contributions to the retirement system shall continue. While on leave, the employee will not earn sick leave. The School Board of Broward County, Florida **does not** pay for cost of tuition or other fees. Courses and requirements needed for certification should be completed by the beginning of the 2011-2012 school year. Upon returning, the employee must teach in the District for at least three (3) years in the critical shortage area. If no vacancy exists in the critical shortage area, employees must teach for the District for at least three (3) years in the area in which they are certified. Failure to complete the three (3) years of teaching requirement will result in the employee refunding the money to the District.

If you have any questions, please contact Diane Rogers in Instructional Staffing at 754-321-2333.

MLS/JH/BB:dr
Attachment

c: Dr. Earlean C. Smiley, Deputy Superintendent, Curriculum & Instruction/Student Support
Becki Brito, Director, Instructional Staffing

Deadline for application to be received in
Instructional Staffing is 5:00 p.m. on
March 1, 2010.



Submit application and supporting
documents to Diane Rogers,
Instructional Staffing, 600 SE Third
Avenue (3rd Floor), Ft. Lauderdale, FL
33301.

2010-2011 APPLICATION FOR CRITICAL TEACHER SHORTAGE SABBATICAL LEAVE

(Note: Tuition Reimbursement application is separate.)

The sabbatical leave allows teachers to take a one-year Board approved leave of absence to complete the required course work and/or requirements to become certified in an approved subject area. The teacher applicant must have completed at least two (2) years of experience with The School Board of Broward County, Florida Employees granted a sabbatical leave shall receive 75 percent of their base salary and full benefits while on leave. The leave shall count as regular service for the purpose of retirement; a year's credit of service for salary increments and contributions to the retirement system shall continue. While on leave, the employee will not earn sick leave.

The District does not pay for cost of tuition or other fees. Courses and requirements needed for certification should be completed by the beginning of the 2011-2012 school year. Upon returning, the employee must teach in the District for at least three (3) years in the critical shortage area. If no vacancy exists in the critical shortage area, employees must teach for the District for at least three (3) years in an area in which they are certified. An applicant who is approved may be placed at any level for which he/she has become certified and may be in any location within the District. Failure to complete the three (3) years of teaching requirement will result in the employee refunding the money to the District.

This application must be filled out **completely** and include supporting documents to be processed. **Incomplete applications will not be processed.** Some subject areas will require an interview and/or recommendation by the affected curriculum supervisor. You will be contacted if an interview is necessary. A maximum number of sabbatical leaves will be granted for each area as posted.

If approved for a sabbatical leave, you must complete the following:

- Enroll as a full-time student in an accredited university. Candidates are expected to carry a course-load of at least 12 hours.
- Submit an application and appropriate fee to the Florida Department of Education (DOE) to apply for the critical shortage area.
- Pass the appropriate Florida subject area exam by June 2011. Access www.fl.nesinc.com to review test dates and request a registration packet.

Name _____ SAP Employee _____
(Last) (First) No. _____

Home Address _____ Home Phone _____
(Number & Street)

(City) (State) (Zip Code) Work Phone _____

Current Teaching Assignment _____ Areas of Certification _____

Location Number _____ Location Name _____

Number of Years Teaching _____ Teaching Certificate Expiration Date _____

Years Teaching in Broward County

Have you been approved for a previous Sabbatical Leave?

BROWARD COUNTY TEACHING EXPERIENCE

List all your years of experience with Broward County Public Schools (Attach an additional sheet, if necessary.)

Years YYYY-YYYY	Location	Name of Principal	Grade/Subject Taught

2010 – 2011 CRITICAL TEACHER SHORTAGE CERTIFICATION AREAS

Choose the area for which you are applying.

	Subject Area	
<input type="checkbox"/>	Speech/Language Impaired (SLI)	Sabbatical Leave to complete the required courses and/or internship for a professional certificate in Speech-Language Impaired (K-12). (A maximum of 4 leaves will be granted.)

- The No Child Left Behind legislation requires that core subject area teachers be in compliance with the law by June 2006; therefore, preference will be given to out-of-field teachers.
- A limited number of candidates will be selected for each subject area as posted above.
- You will be contacted if an interview is needed.
- Preference will be given to candidates who have received tuition reimbursement funds through the critical shortage monies.

REQUIREMENTS

You must have completed two (2) years of teaching experience with the School Board of Broward County, and hold at least a bachelor's degree.

Applications for sabbatical leave will be screened by a committee of six members. Three members are appointed by the BTU and three members are appointed by the Superintendent. You must provide the following supporting evidence and documentation with your application. The documentation will be used in the screening process. Incomplete applications **will not** be processed.

Application Checklist

- ___ A. Written recommendation from your principal (*Use form on page 4 of this application*)
- ___ B. Written recommendation from your department head/grade chairperson or team leader
- ___ C. A copy of your valid Florida teaching certificate
- ___ D. Your resume
- ___ E. A letter explaining why you should be granted a leave in the critical sabbatical area
- ___ F. A letter of acceptance from an accredited University/College

Name of University or College you will be attending: _____

BROWARD COUNTY PUBLIC SCHOOLS
The School Board of Broward County, Florida



**PRINCIPAL RECOMMENDATION FOR
CRITICAL SHORTAGE SABBATICAL LEAVE**

NOTE: THE PRINCIPAL MUST RETAIN THE ORIGINAL COPY OF THIS SIGNED FORM.

_____ has applied for **Critical Shortage**
(Teacher's Name)

Sabbatical Leave from The School Board of Broward County for the 2010-2011

school year in _____. As a candidate, _____
(Critical Shortage Area) (Teacher's Name)

has my unqualified recommendation and support. He/She currently teaches

_____. By signing this recommendation, I am verifying that while
(Subject Area)

under my supervision, this teacher has received satisfactory evaluations and is currently

not being considered for placement in performance documentation. In the event that a

vacancy exists at my location in the subject area for which the leave or tuition

reimbursement was granted, I acknowledge that I will be required to hire this teacher

for the position.

Principal's Name (Print)

School/Location

Principal's Signature

Date