

**4107.2**

**TEMPORARY HOURLY INSTRUCTIONAL PERSONNEL ASSIGNED TO TEACH  
IN THE ADULT AND COMMUNITY EDUCATION PROGRAM**

INSTRUCTIONAL PERSONNEL ASSIGNED TO TEACH TEMPORARY HOURLY IN THE ADULT AND COMMUNITY EDUCATION PROGRAM SHALL BE EMPLOYED AS SCHOOL BOARD OF BROWARD COUNTY CERTIFIED INSTRUCTIONAL PERSONNEL IN COMPLIANCE WITH FLORIDA STATUTE (F.S.) 1012.39, AND SHALL BE GOVERNED BY THE CRITERIA SPECIFIED BELOW.

AUTHORITY: F.S. 1012.39  
POLICY ADOPTED: 4/23/91

AMENDED: 3/21/95  
12/9/08

**RULES**

1. Each candidate for employment in a temporary hourly instructional position in an adult education program shall meet minimum requirements for employment and shall have records maintained with such information in the Personnel Division or meet requirements as specified in School Board policy 4003.
2. Educational Training: Hold a bachelor's degree or higher with an undergraduate or graduate degree major or concentration in any academic coverage identified in State Board Rules 6A-4.0101 through the Florida Administrative Code (FAC), Rule 6A-4.003. The degree or college credit must have been completed at an accredited institution as specified in FAC Rule 6A-4.003.
3. Condition of Employment: All teachers new to Adult Education shall complete a mandatory ten (10) hour New Teacher Training program within the first 90 calendar days of employment. Failure to provide documentation of these requirements to the school-based administration shall result in termination of employment. This provision governs temporary hourly instructors hired to teach adult education courses effective July 1, 1991 and amended July 1, 2008.
4. Broward Local Certificate Renewal: All Broward County Adult Education teaching certificates must be renewed every five (5) years. To renew a Broward Certificate, the educator shall complete three (3) semester hours of approved college credit or sixty (60) hours of inservice credit related to the area of certification as outlined in 4. A., B. and C. below.
  - A.) Three (3) semester hours of college credit in an area in which you are certified or seeking certification or Adult Education, ESOL, Exceptional Student Education, Foreign Language or Technology (computer related)
  - B.) Sixty (60) inservice points in an approved Florida master inservice program, which may include inservice entitled, Substance Abuse, Self-Esteem, Child Abuse and Neglect.
  - C.) Acceptable substitutions for coursework/inservice listed in 4. A. and B.:
    - (1) A passing numerical score on the Florida subject area test specific to the coverage to be renewed is equivalent to three (3) semester hours of college credit for renewal purposes.

- (2) A valid certificate issued by the National Board of Professional Teaching Standards will renew the certificate only in the subject(s) shown on the national certificate.
- (3) Teach a college level course, at an accredited institution, in the area of certification within the educator's validity period indicated on their teaching certificate.

5. Certification Coverage Areas

- A. Adult Basic Education: Certification for teaching Adult Basic Skills is listed on the School Board of Broward County Adult Certification Coverages list.
  - (1) Beginning July 1, 1991, to teach English for Speakers of Other Languages (ESOL), an ESOL endorsement must be achieved by the ending date on the educator's temporary teaching certificate. The District requirement for ESOL endorsement requires successful completion of either three (3) semester hours of college credit in ESOL or sixty (60) inservice hours of ESOL credit.
  - (2) Temporary Adult ESOL teachers can meet this requirement by completing a Category II ESOL staff inservice.
- B. Adult Disabled: Areas of certification shall be those specified by the Course Code Directory in an area of Adult Basic Education or Exceptional Student Education. This provision applies to all teachers hired after July 1, 2000.
- C. Adult Secondary Education: Teachers of Adult High School and General Education Promotion (GEP) credit-earning courses shall be certified according to the specific program area listed in the State Course Code Directory.
- D. General Education Development (GED): Any academic certification coverage is appropriate to teach or General Education Development (GED) courses. Refer to the School Board of Broward County Adult Certification Coverages list.

6. Adult Education Certification Requirements:

The State Course Code Directory provides the certification coverage appropriate for an individual to teach or render service in specific areas or fields. Section 1012.39, Florida Statutes, provides that, notwithstanding Sections 1012.32, 1012.55, 1012.56, and 1012.57, or any other provisions of law or rules to the contrary; each school board shall establish minimal qualifications for temporary hourly and full-time adult education instructors. This standard gives districts the discretion to limit instruction to field of coverage.

For accreditation by the Southern Association of Colleges and Schools (SACS), instructors of co-enrolled students must meet the certification requirements defined in Standards of the Commission on Secondary Schools. These standards require that instructional personnel shall have a certificate or college major in the field of work for which they are responsible for the major portion of the school day.

AUTHORITY: F.S. 1012.39

RULES ADOPTED: 4/23/91, 6/16/92

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