New Employee Instructional Handbook
Talent Acquisition & Operations

Welcome!
2017-18-School Year New Teacher Handbook

“Broward County Public Schools is Florida’s first fully accredited school system since 1962”.
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Board Members
Welcome to Broward County Public Schools

Congratulations on becoming an instructional employee with Broward County Public Schools (BCPS). Please take a moment to review the Instructional Handbook and utilize it as a resource to assist with any questions that you may have. The Talent Acquisition & Operations Department hopes this school year will be productive for you and your students. As a new instructional employee to Broward County Public Schools we want to ensure you experience a smooth transition into employment with the District.

Review the Checklist below and follow up with the areas that apply:

- **Security Clearance**
  - New employees must be fingerprinted and receive authorization from the Security Clearance Department prior to reporting to work. Your office manager will be able to verify when you may report to work based on your Security Clearance. **Candidates reporting to work prior to Security Clearance will not be paid.** Current employees who have an authorization date may begin immediately.

- **Personnel Number**
  - In order to access and utilize district resources, you must obtain a personnel number. Your personnel number will be activated once your hiring process is complete with Human Resource (references, transcripts, employment documents, security clearance, etc). This may take approximately 3 weeks.

- **Certification**
  - If you do not have a Florida Educator’s certificate, BCPS will notify the Florida Department of Education (FLDOE) to issue your certificate. You will receive an email notification from FLDOE within six (6) months to access your issued certificate. Upon receipt, submit a copy of it to your office manager and the Certification Office, 600 SE Third Avenue, Ft. Lauderdale, FL 33301.

- If you hold national certification issued through the National Board for Professional Teaching Standards Organization, submit a copy of your certificate to:
  - Susan Rockelman, Director of Talent Acquisition, for payment of the $1,000 one-time signing bonus.
  - Your office manager, who will process you for the District payment.
  - The Human Resources Development (Office of Academics) Department and notify them at 754-321-5004. The Office of Academics will process the supplement paid by the Florida Department of Education.

- **Alternative Certification for Educator** (ACE) programs are available for candidates who did not graduate from an education program and need the professional education courses. Your **Onboarding Clearance Form** indicates “Alt Cert” to reflect that you are a candidate for ACE.

- Register to attend the **New Teacher Academy** (NTA). For available dates and registration go to the Professional Development Standards and Support website and select the **New Teacher Academy** from the main page [www.browardschools.com/talentdevelopment](http://www.browardschools.com/talentdevelopment).

- Register with **SmartFindExpress.** Review instructions in handbook under section “Reporting an Absence”.

- Attend the **New Teacher Orientation** (information to be provided at a later date). Educators new to Broward County Public Schools are required to attend the New Teacher Orientation (NTO). This event is co-sponsored by Broward County Public Schools, Broward Teachers Union (BTU) and district departments critical to your growth as an instructional professional. Information for the next NTO will be provided by your location.
<table>
<thead>
<tr>
<th>Name</th>
<th>Phone</th>
<th>Title/Position</th>
</tr>
</thead>
<tbody>
<tr>
<td>Susan Rockelman</td>
<td>754-321-2324</td>
<td>Director</td>
</tr>
<tr>
<td>Laura Bolte, Office</td>
<td></td>
<td>Manager, Certification</td>
</tr>
<tr>
<td>Susan Benak</td>
<td>754-321-2362</td>
<td>HR Administrator : Elementary Schools Cadre 3, 4 and South Region of Cadre 6</td>
</tr>
<tr>
<td>Shela Caldwell,</td>
<td></td>
<td>Analyst Substitue Teacher Coordinator</td>
</tr>
<tr>
<td>Secretary</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tammy Borden</td>
<td>754-321-2344</td>
<td>Analyst Substitue Teacher Coordinator</td>
</tr>
<tr>
<td>Freda Broderick</td>
<td>754-321-2325</td>
<td>HR Administrator : Elementary Schools Cadre 3, 4 and South Region of Cadre 6</td>
</tr>
<tr>
<td>Ty Cunningham</td>
<td>754-321-2077</td>
<td>HR Administrator : High Schools Cadre 9 &amp; 10</td>
</tr>
<tr>
<td>Golda Hoff</td>
<td>754-321-2328</td>
<td>HR Administrator : Middle Schools Cadre 7 &amp; 8</td>
</tr>
<tr>
<td>Sherry Richmond</td>
<td>754-321-2331</td>
<td>HR Administrator : Elementary Schools Cadre 1 &amp; 2, and North Region of Cadre 6</td>
</tr>
<tr>
<td>Diane Rogers</td>
<td>754-321-2357</td>
<td>HR Administrator : Elementary Schools Cadre 1 &amp; 2, and North Region of Cadre 6</td>
</tr>
<tr>
<td>Karen Sweeting</td>
<td>754-321-2346</td>
<td>HR Administrator : Middle Schools Cadre 7 &amp; 8</td>
</tr>
<tr>
<td>Maria Yen</td>
<td>754-321-2364</td>
<td>HR Administrator : District Departments</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Applicant Pool: ROTC</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Applicant Pool: Elementary Education A-L, World Language</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Applicant Pool: Exception Student Education, Family Counselor, School</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Psychologist, Career Technical Education</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Applicant Pool: Elementary Education A-L, World Language</td>
</tr>
<tr>
<td>Instructional Fax</td>
<td>754-321-2716</td>
<td>Analyst</td>
</tr>
<tr>
<td>Certification Fax</td>
<td>754-321-2717</td>
<td>Certification</td>
</tr>
<tr>
<td>Number</td>
<td></td>
<td>Reappointment/Out of Field</td>
</tr>
<tr>
<td>Application/Sub</td>
<td>754-321-2320</td>
<td><a href="mailto:teach@browardschools.com">teach@browardschools.com</a></td>
</tr>
<tr>
<td>Central Inquiries</td>
<td></td>
<td></td>
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<td>Certification Inquiries</td>
<td>754-321-2321</td>
<td><a href="mailto:teach@browardschools.com">teach@browardschools.com</a></td>
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<tr>
<td>Hiring Inquiries</td>
<td></td>
<td><a href="mailto:certificationrequests@browardschools.com">certificationrequests@browardschools.com</a></td>
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Talent Acquisition & Operations website: www.browardschools.com/teacher  
Department of Education (Teacher Certification): fldoe.org  
Certification Exams, Dates and Registration: fl.nesinc.com  
Employee Self Service: http://www.broward.k12.fl.us/erp  

New Teacher Academy  
Browardschools.com/talentdevelopment  
754-321-5018  
My Learning Plan-District training registration  
754-321-5000  
Alternative Certification Programs  
954-236-1319  
Teacher Induction for Effectiveness and Retention (TIER)  
754-321-5024  
Employment Services  
Verification of teaching experience forms  
7720 West Oakland Park Blvd., Sunrise, FL 33351  
754-321-0129  
Payroll Department  
7720 West Oakland Park Blvd., Sunrise, FL 33351
Traditional 196 Days Calendar

### 2017-2018 School Calendar - SYNOPSIS

**THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA**

#### First Quarter

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
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</thead>
<tbody>
<tr>
<td>Monday, August 14, 2017</td>
<td>Employee Planning - 1</td>
</tr>
<tr>
<td>Tuesday, August 15, 2017</td>
<td>Employee Planning - 2</td>
</tr>
<tr>
<td>Wednesday, August 16, 2017</td>
<td>Employee Planning - 3</td>
</tr>
<tr>
<td>Thursday, August 17, 2017</td>
<td>Employee Planning - 4</td>
</tr>
<tr>
<td>Friday, August 18, 2017</td>
<td>Employee Planning - 5</td>
</tr>
<tr>
<td>Monday, August 21, 2017</td>
<td>Start 1st Quarter - (42 Days)</td>
</tr>
<tr>
<td>Monday, September 4, 2017</td>
<td>Holiday - 1</td>
</tr>
<tr>
<td>Thursday, September 14, 2017</td>
<td>Early Release - 1</td>
</tr>
<tr>
<td>Tuesday, September 19, 2017</td>
<td>Interim Reports Issued</td>
</tr>
<tr>
<td>Thursday, September 21, 2017</td>
<td>Day Off</td>
</tr>
<tr>
<td>Thursday, October 19, 2017</td>
<td>Early Release - 2</td>
</tr>
<tr>
<td>Friday, October 20, 2017</td>
<td>Employee Planning - 6</td>
</tr>
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</table>

#### Second Quarter

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
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</thead>
<tbody>
<tr>
<td>Monday, October 23, 2017</td>
<td>Start 2nd Quarter - (41 Days)</td>
</tr>
<tr>
<td>Friday, November 10, 2017</td>
<td>Holiday - 2</td>
</tr>
<tr>
<td>Thursday, November 16, 2017</td>
<td>Report Cards Issued for First Quarter</td>
</tr>
<tr>
<td>Wednesday, November 22, 2017</td>
<td>Day Off</td>
</tr>
<tr>
<td>Thursday, November 23, 2017</td>
<td>Holiday - 3</td>
</tr>
<tr>
<td>Friday, November 24, 2017</td>
<td>Day Off</td>
</tr>
<tr>
<td>Monday, November 20, 2017</td>
<td>Interim Reports Issued</td>
</tr>
<tr>
<td>Friday, December 22, 2017</td>
<td>Early Release - 3</td>
</tr>
</tbody>
</table>

#### Third Quarter

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
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</thead>
<tbody>
<tr>
<td>Monday, December 25, 2017</td>
<td>Day Off</td>
</tr>
<tr>
<td>Tuesday, December 26, 2017</td>
<td>Day Off</td>
</tr>
<tr>
<td>Wednesday, December 27, 2017</td>
<td>Day Off</td>
</tr>
<tr>
<td>Thursday, December 28, 2017</td>
<td>Day Off</td>
</tr>
<tr>
<td>Friday, December 29, 2017</td>
<td>Day Off</td>
</tr>
<tr>
<td>Monday, January 1, 2018</td>
<td>Holiday - 4</td>
</tr>
<tr>
<td>Tuesday, January 2, 2018</td>
<td>Day Off</td>
</tr>
<tr>
<td>Wednesday, January 3, 2018</td>
<td>Day Off</td>
</tr>
<tr>
<td>Thursday, January 4, 2018</td>
<td>Day Off</td>
</tr>
<tr>
<td>Friday, January 5, 2018</td>
<td>Day Off</td>
</tr>
<tr>
<td>Monday, January 8, 2018</td>
<td>Employee Planning - 7</td>
</tr>
<tr>
<td>Tuesday, January 9, 2018</td>
<td>Start 3rd Quarter (51 Days)</td>
</tr>
<tr>
<td>Monday, January 15, 2018</td>
<td>Day Off</td>
</tr>
<tr>
<td>Thursday, January 25, 2018</td>
<td>Report Cards Issued for Second Quarter</td>
</tr>
<tr>
<td>Tuesday, February 13, 2018</td>
<td>Interim Reports Issued</td>
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<tr>
<td>Monday, February 19, 2018</td>
<td>Holiday - 5</td>
</tr>
<tr>
<td>Thursday, February 22, 2018</td>
<td>Early Release - 4</td>
</tr>
<tr>
<td>Thursday, March 22, 2018</td>
<td>Early Release - 5</td>
</tr>
<tr>
<td>Friday, March 23, 2018</td>
<td>Employee Planning - 8</td>
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#### Fourth Quarter

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
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<tbody>
<tr>
<td>Monday, March 26, 2018</td>
<td>Day Off</td>
</tr>
<tr>
<td>Tuesday, March 27, 2018</td>
<td>Day Off</td>
</tr>
<tr>
<td>Wednesday, March 28, 2018</td>
<td>Day Off</td>
</tr>
<tr>
<td>Thursday, March 29, 2018</td>
<td>Day Off</td>
</tr>
<tr>
<td>Friday, March 30, 2018</td>
<td>Day Off</td>
</tr>
<tr>
<td>Monday, April 2, 2018</td>
<td>Start 4th Quarter (46 Days)</td>
</tr>
<tr>
<td>Thursday, April 12, 2018</td>
<td>Report Cards Issued for Third Quarter</td>
</tr>
<tr>
<td>Wednesday, May 2, 2018</td>
<td>Interim Reports Issued</td>
</tr>
<tr>
<td>Friday, May 25, 2018</td>
<td>Employee Planning - 9</td>
</tr>
<tr>
<td>Monday, May 28, 2018</td>
<td>Holiday - 6</td>
</tr>
<tr>
<td>Wednesday, June 6, 2018</td>
<td>Early Release - 6</td>
</tr>
<tr>
<td>Wednesday, June 6, 2018</td>
<td>Last Day of School</td>
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<tr>
<td>Thursday, June 7, 2018</td>
<td>Employee Planning - 10</td>
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<tr>
<td>Wednesday, June 27, 2018</td>
<td>Report Cards Issued for Fourth Quarter</td>
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SALARY SCHEDULE

NEW PERFORMANCE PAY SALARY SCHEDULES FOR TEACHERS AND ADMINISTRATORS AS OF JULY 1, 2014

Awarding Competitive Compensation to Educators for Student Success (ACCESS)

The District and Broward Teacher Union (BTU) have finalized the 2016-17 school year salary schedule.

<table>
<thead>
<tr>
<th>Years Teaching Experience</th>
<th>Hourly</th>
<th>Salary</th>
</tr>
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<tr>
<td>0-2</td>
<td>27.7034</td>
<td>$40,724</td>
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<tr>
<td>3</td>
<td>28.3959</td>
<td>$41,742</td>
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<tr>
<td>4-7</td>
<td>29.0884</td>
<td>$42,760</td>
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<tr>
<td>8</td>
<td>29.6796</td>
<td>$43,629</td>
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<tr>
<td>9-10</td>
<td>29.9190</td>
<td>$43,981</td>
</tr>
<tr>
<td>11</td>
<td>30.2653</td>
<td>$44,490</td>
</tr>
<tr>
<td>12</td>
<td>30.4735</td>
<td>$44,796</td>
</tr>
<tr>
<td>13</td>
<td>30.7850</td>
<td>$45,254</td>
</tr>
<tr>
<td>14</td>
<td>31.0932</td>
<td>$45,707</td>
</tr>
<tr>
<td>15</td>
<td>31.4040</td>
<td>$46,164</td>
</tr>
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</table>

Additional Payments

Advanced Degree Stipend
Per FL Statute 1012.22(1)(c)(3), payment for advanced degrees for new hires/rehires after July 1, 2011, will only be provided if the degree matches the area of certification shown on your Florida certificate. Therefore, general graduate degrees such as Curriculum and Instruction or Education that do not match any of the Department of Education certification subjects are not acceptable unless the transcript clearly identifies a major or specialization in your certificate subject (e.g., Mathematics, English, Elementary Education, etc.)

- Master’s Degree: $3,650
- Specialist Degree: $6,800
- Doctorate Degree: $8,000
Additional Payments (cont.)

New Educator Professional Improvement Supplement ($300)
Instructional employees who earn college credits and/or in-service points beyond their last conferred degree and within any of the first three years of teaching experience may qualify for this supplement.

Benefit Enhancement Plan: Instructional employees who work full-time (100%) receive an additional $300.00 on the Benefit Enhancement Plan, which may be used towards reimbursement of benefits, enhancements or may be included in your annual salary.

Additional Supplements: A variety of supplementary pay positions such as department chairpersons, coaching, team leaders, textbook coordinators, and club sponsors maybe available. They pay ranges from $359 - $3,800. Other Supplements include: Speech Language Pathologist ($935), Speech Language Pathologist with clinical certification ($1,100), and ESE Specialist ($935).

National Board Certified Teachers (NBCT): Each classroom teacher who holds national certification through National Board for Professional Teaching Standards Organization is entitled to three separate monetary incentives: two from the state and one from the district. Each NBCT is entitled to these payments for the life of the certificate.*

- Annual Salary Compensation ($4,529.60*): payment is processed by Teacher Professional Learning and Growth (Office of Academics) and paid mid school year.

- District Supplement ($2,438**: payment is processed through the work location as a wage type and paid in installments per paycheck. Payment is retroactive to the first calendar day. Salary and mentor compensations are subject to annual legislative approval.**$2,438 or 5% of base salary, whichever is greater

- New teachers who hold national board certification should contact the Office of Academics at 754-321-5018.

- $1000 National Board Certified Teacher One time Signing Bonus: New hires who hold National Board Certification must submit a letter requesting the payment and a copy of your National Board Certification to Susan Rockelman, Instructional Staffing. You will be notified when the information is received.

Teacher Incentive Fund (TIF)

The Broward County Public School’s (BCPS) Leading Excellence and Achievement in Performance (LEAP) project aims to effectively enhance student achievement in high-need schools by improving the effectiveness of the teachers and leaders who serve them in 32 high-need schools. Project activities include alignment of human capital decisions with evaluations; development and implementation of salary supplements for Effective or Highly Effective teachers of high-need subjects who transfer to Teacher Incentive Fund (TIF) schools; professional development budgets for teachers and administrators as an incentive for working in those schools; and development and implementation of teacher leadership and principal leadership career continua, including training programs to develop teacher and principal mentors, coaches, and peer reviewers.
Credit for Experience (Instructional and Work Related)

New hires and rehires employed by The School Board of Broward County are eligible to receive up to 15 years of credit for experience on the Instructional Salary Schedule for teaching experience and/or directly-related work experience. **The experience must be verified and approved prior to receiving credit.** It is the responsibility of each employee to have the experience verified upon initial and subsequent employment. Review the sections below to verify acceptable experience.

The employer verification form will be given to you during your processing appointment or you may obtain the form by downloading it from [www.browardschools.com/teacher](http://www.browardschools.com/teacher).

In order to receive credit, the appropriate verification form must be received and approved by the District no later than four (4) months from the beginning date of employment in any school year to be effective during that school year. Verification received after the initial four (4) months of employment will be reviewed the following school year; however, it will not be paid retroactively beyond the year it is submitted for review.

### Teaching (Instructional) Experience Credit

Teaching experience credit may be given if you were under contract, considered a full-time employee receiving benefits, and worked the full academic year or at least one day more than half a year. Teaching experience must have been completed at one or more of the following:

- Public school
- Private school that is accredited by a recognized agency
- Pre-school
- Teaching experience that was out of the country
- College or university (Adjunct professor positions are not eligible.)

Your former employer(s) must complete the **Employer Verification of Teaching Experience** form and submit it to the Personal Records Department.

*After you are hired and cleared, you will receive notification from Personnel Records when your employer has submitted the Verification of Teaching Experience form(s). If approved, your salary will be adjusted and you will receive retroactive pay and notification.*

### Credit for Experience (Work Related)

If you have had **directly related full-time work experience**, you may be eligible to receive experience credit on the salary schedule for verified experience not to exceed the maximum pay step. Your work experience must have been **directly related** to your current teaching assignment. For example:

- chemist teaching chemistry
- software developer teaching computers
- nurse teaching science
- marketing director teaching marketing

If your work experience was related to the instruction of children you may be eligible for work related experience. For example:

- director of an educational institution
- principal or assistant principal
- curriculum specialist

Experience as a substitute teacher, interim substitute, teacher aide, teacher assistant, non-contracted part-time teacher, adjunct professor, consultant, or freelancer will not be considered for this purpose. The experience must have been completed after graduation from college and/or specialized training as a wage earner, and appropriate to the field being taught and for which certification is requested.
Your former employer(s) must submit the **Employer Verification of Non-Teaching Work Related Experience and an official job description**. Forms and documents must be submitted to Talent Acquisition & Operations. The form must be completed in its entirety and include a job description. Incomplete forms will not be processed.

If the request is for experience credit earned while self-employed or in a family owned business, verification must be provided from the accountant or attorney of record for the business and confirm the type of business and services provided. The letter must indicate the length of time of self-employment, number of hours worked per week, and a description of your job responsibilities. Verification will not be accepted from the applicant or a family member.

Your application for work related experience will be reviewed by Talent Acquisition & Operations after verification forms have been submitted by your employers. Talent Acquisition & Operations will notify you as to the outcome. If approved, your salary will be adjusted and you will receive retroactive pay.

### Speech Pathologists, Social Workers, Family Counselors, Physical/Occupational Therapists & School Psychologists Experience Credit

Instructional employees in this category receive up to 15 years of verified salary credit and approved experience. If your experience was in a school setting, your employer must complete the **Employer Verification of Teaching Experience** form. If your experience was not in a school setting, your employer must complete the **Employer Verification of Non-Teaching Work Related Experience** form and provide an official job description.
The District Payroll Department provides support to each location to process payroll transactions for all district employees. You may access the site to obtain all payroll related forms and information such as:

- Year Round Pay Option & Procedures
- Direct Deposit form
- Current School Year Payroll Schedule
- Sick Leave Transfer Request
INSTRUCTIONAL LEAVES OF ABSENCE

Instructional employees are eligible for a variety of leaves. If you need to apply for a Leave of Absence, you must schedule an appointment with the Leaves Department to discuss your options.

Address: 7720 West Oakland Park Blvd., Sunrise, FL 33351
Phone: 754-321-3130
Website: http://www.broward.k12.fl.us/benefits/leaves

SICK LEAVE

Each employee in a full-time basis contracted position shall be entitled to four (4) days of sick leave as of the first day of employment of each contract year, and earn one day of sick leave for each month of service for a total of ten (10) days. Teachers hired after the first day of school shall earn one day per month. Sick leave is credited to the employee at the end of each month. Refer to the Collective Bargaining Agreement, Article 23.

- Sick Leave can be accumulated from year to year and will be paid out at time of retirement.
- There is no limit to the number of sick leave days that may be accumulated.
- If you use all of your sick days and terminate your employment before the end of your first year, it may result in overpayment in which repayment will be required.
- Employees working less than 100% but at least 53.33% will accrue sick leave based on the percentage of full-time employment.

TRANSFER OF SICK LEAVE

Sick leave may be transferred from other public school districts within the state of Florida. Your previous school district must submit a letter to the Payroll Department indicating the number of days you would like to transfer.

According to Article Twenty-Three of the Collective Bargaining Agreement, an employee can transfer accumulated sick leave from another Florida Public School district or districts into Broward County Public Schools. The employee’s sick leave from another Florida Public School district shall be accrued to the employee at a rate equal to the number of sick leave days allowed the employee during each year of employment in this district. This process will continue until such time that all sick leave accumulated in other Florida Public School district(s) has been transferred into Broward County Public School System.
HOW TO REPORT YOUR ABSENCE(S)

It is your responsibility to report your absences through the automated system, SmartFindExpress. The system is available 7 days a week - 24 hours a day. It can be accessed both by phone and the internet. It is highly recommended that you report your absence(s) at least 5 days prior to the start date to ensure timely substitute teacher assignment. Future absences may be reported any time during the school year. You have the option to prearrange your own substitute, request a specific substitute, or have the system secure a substitute using your school’s preferred list of substitute teachers. Before requesting a substitute teacher for the first time you must register for your PIN via the phone (754-321-0050).

SMARTFIND EXPRESS
EMPLOYEE QUICK REFERENCE GUIDE

PHONE ACCESS

System Phone Number: 754-321-0050
Help Desk Phone Number: 754-321-2340

My Access ID: ____________________________
(Personnel Number without “p” or leading zeros)

My PIN: ____________________________
( New Users see “Employee Registration” instructions)

***Employee Registration – New Users Only***

Enter your Access ID, followed by the star (*) key. When prompted for PIN enter Access ID again, followed by the star (*) key. The system will go thru the following steps:

- Record your name, press star (*) key when done.
- Enter your work locations and job descriptions
- Enter a PIN at least six digits in length followed by the star (*) key.
- Hear your PIN
- Review your work locations and job descriptions
- Enter a PIN at least six digits in length followed by the star (*) key.
- Review your work locations and job descriptions
- Enter a PIN at least six digits in length followed by the star (*) key.

Employee Menu

Enter Access ID, followed by star (*) key.
Enter PIN, followed by star (*) key, listen to announcements.

Menu Options

1. Create Absences
2. Review, Cancel, or Modify Jobs
3. Review Work Locations and Job Descriptions
4. Change PIN/Re-record Name
9. Exit and hang-up

For Options 1 and 2, see next page.

1. Change PIN
   Enter new PIN followed by the star (*) key.
   1. Correct
   2. Re-enter
   9. Exit to menu options

2. Change recording of Name
   Record your name; press the star (*) key when done.
   1. Accept
   2. Re-record
   9. Exit to menu options

Absence Reasons

1. Illness
2. Military Leave
3. TDA – Staff Development
4. Personal Reason (SPR)
5. TDA Release w/students
6. Family Illness/Death
7. Jury Duty
8. Unpaid Leave
9. Family Leave
10. Medical Leave
11. Board Approved Leave
12. Worker’s Compensation
13. TDA – District Duties
14. TDA – Union Duties
15. Vacation (Clerical)
16. TDA - Release Department Chair
17. TDA – Union Duties
18. TDA – District Duties
19. Administrative Leave
20. Bereavement
21. Declared Emergency Leave
1. Create an Absence

Have Multiple Work locations?
Choose from the list, or enter location code, followed by the star (*) key

Confirm Location
1. Accept
2. Re-enter location
9. Exit to menu options

Date/Times of Absence
1. One day absence for today
2. One day absence for tomorrow
3. Enter dates and times
9. Exit to menu options

Enter in this order: Start date, Start time, End date, End time
1. Accept time offered
2. Enter date MMDD
9. Exit to menu options

Enter Absence Reason, followed by the star (*) key.
A list of reasons is played

Confirm Reason
1. Correct
2. Re-enter
9. Exit to menu options

Is Budget code is required?
Enter budget code, followed by the star (*) key.
1. Correct
2. Re-enter
9. Exit to menu options

Record Special Instructions
1. Yes
2. Bypass

1. Yes. Record; press the star (*) key when done
1. Correct
2. Re-enter
9. Exit to menu options

Is a substitute required?
1. Yes
2. No
9. Exit to menu options

1. Yes. Request a Substitute?
1. Yes, Enter substitute’s access ID, followed by the star (*) key.
1. Accept
2. Re-enter
9. Exit to menu options
2. Bypass

1. Accept Substitute
1. Not Prearranged
2. Prearranged
9. Exit to menu options

Complete
1. Receive a job number
2. Review absence information
9. Exit to menu options

1. Receive a job number
Hear the job number
1. Hear job number again

2. Review, Cancel or Modify Absences

Hear absences in date order
1. Repeat absence
2. Modify Special Instructions
3. Cancel absence
8. Hear another absence
9. Exit to menu options

2. Modify Special Instructions – record, followed by the star (*) key.
1. Delete
2. Re-enter
Record, followed by the star (*) key
9. Exit to menu options

2. Re-record
1. Correct
2. Re-enter
9. Exit

3. Cancel absence
1. Confirm
9. Exit without canceling

1. Confirm
Is a substitute assigned?
1. Call the substitute
2. Do not call the substitute
9. Exit
Receive Cancellation Confirmation
INTERNET ACCESS

Web Browser URL:  https://sems.browardschools.com
Help Desk Phone Number:  754-321-2340

Sign In

Open your web browser and access the SmartFindExpress Sign In page. Review the messages above the Sign In. Enter your Access ID and PIN. Review additional announcements on your home page, if any.

My Access ID:  
(Personnel Number)
My PIN
(New Users see “Employee Registration” instructions)

Create Absence

Important Note: Items in Bold are required to complete an Absence and receive a Job Number.

- Select the Location
- Select the Classification
  - Choose from the drop-down menu
- Select the Reason for this absence from the drop-down menu
- Indicate if a substitute is required for this absence.
  - Choose Yes or No
- Select Start and End Dates for your absence
  - Enter the dates with forward slashes (MM/DD/YYYY) or use the calendar icon
- Select Start and End Times for your absence. Default times are listed
  - To change defaults, enter time in HH:MM am or pm format
  - Ensure that the correct time is entered. If the times for the substitute are different than the absence times, please enter the adjusted times
- Multiple Day (Recurring) Absence. Select the Modify Schedule button.
  - Your default work schedule is shown. Remove the checkmark(s) from the Work Days boxes that do not apply to this absence
  - Modify daily schedule and/or times for absence and substitute
  - Select the Continue button
- Request a particular substitute
  - Enter the substitute’s access ID number or use the Search feature to find the substitute by name
- Indicate if the requested substitute has accepted this job
  - Yes = substitute is prearranged and will not be called and offered the job
  - No = call will be placed and the substitute will be offered the job
- Enter special instructions for the substitute to view
- Select the Continue button
- Select the Create Absence button to receive a Job Number. Please record this Job Number.

Review/Cancel Absences

- Review past, present and future absences or to cancel an absence.

- Follow these steps:
  - Select the format for absence display: List or Calendar view
  - Search for Jobs: Enter specific date range (MM/DD/YYYY) or Calendar icon, or enter job number or leave blank to return all your absences
  - Select the Search Button
  - Select the Job Number link to view job details on future jobs

- From the Job Details screen:
  - Special instructions can be updated on future jobs. Modify the special instructions and select the Save button
  - To cancel your job, select the Cancel Job button
  - If a substitute is assigned to your absence and you want the system to notify them of the job cancellation (by calling them), place a checkmark in the box prior to the question “Notify the Substitute of Cancellation?”
  - Select Return to List button to return to the job listing.
Office of Academics

Professional Development Certification Program (formerly Alternative Certification)

The Processing Check List you reviewed with Certification indicates if you are an alternative certification candidate. The district Professional Development Certification Program is described below. Coursework is designed to prepare newly hired teachers, who did not graduate from a college of education and qualify for a temporary certificate, a way to complete their professional preparation course work needed for a five-year professional certificate rather than attending a college or university.

The Alternative Certification for Educators (ACE) program is competency-based, on-the-job training in professional education competencies (the Florida Educator Accomplished Practices/FEAPs) that prepares high quality teachers for Florida’s public school districts. It is authorized by section 1012.56(8), Florida Statutes.

ACE, as an FDOE approved PDCP, incorporates findings from research on effective alternative certification programs, best practices in distance learning, and a standards-driven assessment system. Implementation of ACE provides learning that is engaging, meaningful, and ongoing.

ACE includes a support team to coordinate and support the professional development of teachers:
* Peer Mentor to offer face-to-face feedback and assistance throughout the learning experience;
* Assessor to provide guidance and assessment of program tasks and feedback;
* Building Level Administrator to verify successful demonstration of all education competencies (teacher evaluation);
* District Coordinator to serve as the liaison between all involved parties (FDOE, district personnel, site-based administration, mentors, assessors and participants) as well as oversee program operations.

To be eligible for ACE, you must be a public or charter school employee full-time teacher of record and passed the FTCE General Knowledge Exam.

For information on applying to ACE, contact Jan DiAlexander via email or at 954-236-1319.

Teacher Induction for Effectiveness and Retention (TIER)

T.I.E.R. provides an instructional support system for teachers new to the profession. T.I.E.R. is designed to be unique to each school, but is research-based with norms of inquiry and trust supporting new educators in building their craft. For new educators, teachers of record from Pre-K through Adult Education, holding a Professional Certificate, or are seeking the Alternative Certificate, T.I.E.R. Mentors provide support for the first two semesters, or one school-year. The new educator’s support is weekly through a school-based T.I.E.R. Mentor along with monthly support meetings facilitated by the T.I.E.R. School Liaison. T.I.E.R Mentors provide support in classroom management, instructional strategies, standards-based lesson content and design as well as formative assessment feedback for instructional effectiveness.

T.I.E.R. Mentors and Liaisons submit monthly evidence of support to the site-based Administrator and District Coaching and Induction Supervisors for additional feedback and reflection. Additional information can be found at http://www.broward.k12.fl.us/talentdevelopment/html/teachers-coaching.html 754-321-5013
The New Teacher Academy (NTA) is a high quality four-day professional learning activity designed for new teachers and teachers new to Broward County Public Schools (BCPS). NTA provides new teachers with effective instructional practices through the Marzano Art of Teaching Framework, exploration of the Florida Standards and its implementation in the classroom. Teachers will also learn classroom management strategies, professionalism practices and technology integration to make their initial classroom experience successful, positive and rewarding.

The New Teacher Academy is available to all new classroom teachers employed by BCPS. All four (4) days are mandatory for teachers pursuing certification through the ACE program.

A stipend of $15.00 per hour will be paid for the four days (BCPS teachers, Charter School teachers and non-public school teachers). Additionally, 27 inservice points will be awarded after completing all sessions, including the follow-up/implementation and MyLearningPlan evaluation feedback. Substitute teachers are not eligible to receive the stipend for attendance; only inservice points may be earned.

The NTA is offered during the summer (Monday – Thursday), and on Saturdays only during the fall and spring semesters. For more information, contact Office of Academics at 754-321-5018.

**Bargaining Unit Date/Contract**

**Bargaining Unit Date/Seniority Date**
All employees have a Bargaining Unit Date also referred to as the employee’s seniority date. This date reflects the longest uninterrupted service in a position in your bargaining unit represented by BTU (Broward Teachers Union).

**Probationary Contract** *FLORIDA STATUTE 1012.335*: “Probationary contract” means an employment contract for a period of one (1) school year awarded to Instructional Personnel upon initial employment in a school district. Probationary contract employees may be dismissed without cause or may resign without breach of contract. A district school board may not award a probationary contract more than once to the same employee unless the employee was rehired after a break in service for which an authorized leave of absence was not granted. A probationary contract shall be awarded regardless of previous employment in another school district or state.

**Annual Contract** *FLORIDA STATUTE 1012.335*
“Annual contract” means an employment contract for a period of no longer than 1 school year which the district school board may choose to award or not award without cause. Upon successful completion of the probationary contract, the district school board may award an annual contract only if the employee:

1. Holds an active professional certificate or temporary certificate issued pursuant to s.1012.56 and rules of the State Board of Education.
2. Has been recommended by the district school superintendent for the annual contract based upon the individual’s evaluation under s. 1012.34 and approved by the district school board.
3. Has not received two consecutive annual performance evaluation ratings of unsatisfactory, two annual performance evaluation ratings of unsatisfactory within a 3-year period, or three consecutive annual performance evaluation ratings of needs improvement or a combination of needs improvement and unsatisfactory under s. 1012.34.
TEACHER TRANSFERS

An instructional employee who is not on a Professional Development Plan (PDP) may request a voluntary transfer. The employee must complete a Transfer Request Form, obtain his/her principal’s signature and submit it to Instructional Staffing by the last day of school. Transfers may not occur after the students have reported, unless the Superintendent authorizes the transfer.

**Regular Transfer (TRG):** The hiring principal must consider the transfer but it is at the principal’s discretion whether to interview the candidate.

**Hardship Transfer (THD):** The employee may request a THD when he/she travels 20 miles or more one-way to their work location or has a serious medical and/or personal problem. An employee may request a transfer at any time and may be transferred after the start of the school year for students.

a) An employee who meets the “hardship” definition will be guaranteed an interview at one of his/her choices where a vacancy exists.

**Guaranteed Transfer (TGE):** The employee must have completed at least fifteen (15) consecutive years at his/her current location. If a guaranteed transfer declines a job offer in one of his/her desired subject areas, the teacher’s transfer request becomes a regular transfer.

  c) No school in the District shall be required to accept more than the following number of guaranteed transfers:

     Elementary School and ESE Center = 1 guaranteed transfer
     Middle School = 2 guaranteed transfers
     High School and Vocational Center = 3 guaranteed transfers

EMPLOYEE SELF-SERVICE (ESS)

Employee Self-Service (ESS) is a part of the Human Resources Management System (HRMS) that provides the following benefits to employees:

- Enables employees to view benefits, payroll information and personal information.
- Allows employees to add/change their address, emergency contact information, work telephone number and email address.
- Enables users to find information such as place of employment, telephone number, e-mail address, etc., on any SBBC employee whose record exists in the HRMS.
- Allows employees to make their Payroll Option selection during the enrollment period.
- Access to Mylearning Plan to prebook, book (register) or cancel professional development course registration.

You may access Employee Self-Service from your internet at home by going to the District’s website under Employee/External Self Service. [www.browardschools.com/erp](http://www.browardschools.com/erp).
CERTIFICATION BASICS

STATUS OF ELIGIBILITY LETTERS

All applicants who apply for a Florida educator certificate will receive a Statement of Status of Eligibility Letter for the area(s) requested. A Florida teaching certificate is different from a Statement of Status of Eligibility Letter. Once employed with Broward Schools, the Certification Department will request issuance of your Florida teaching certificate, pending clearance of your fingerprints. You should receive access to your certificate from The Florida Department of Education within six months, provided all required documents (transcripts and appropriate fees, etc.) are on file. FLDOE will email you an access link to obtain your certificate. Review instructions to understand your Status Statement of Eligibility:

http://www.broward.k12.fl.us/certification/SOEonorafter.pdf

- Teaching certificates are issued with a beginning date of July 1, an ending date of June 30, and are valid for either three or five years. When your Educator’s Certificate is issued, the expiration date of your certificate takes precedent over the expiration date of your Statement of Status of Eligibility. You must complete the requirements stated on your Statement of Status of Eligibility prior to the expiration date of your certificate (with some exceptions as discussed below under 3-year Temporary Certificate).

- It is your responsibility to ensure that your location receives a copy of your valid certificate and that you also forward a copy to the Certification Department so that your records can be updated in the system.

- You cannot work with an expired certificate.

TYPES OF CERTIFICATES

3-year Temporary Certificate: The General Knowledge exam requirement must be met within one calendar year of the date of employment under the temporary certificate to continue employment. Individuals who have entered into their second contract year at the end of the one calendar year time period may continue to be employed through the end of the school year in which they have been contracted.

5-year Professional Certificate: This certificate is issued when you have completed all of the requirements indicated in your Statement of Status of Eligibility Letter. Those individuals completing a Florida State-approved educational program who have met all testing requirements or those that have a valid, standard out-of-state certificate comparable to the Florida professional certificate may also go directly to the five-year professional certificate, as well as those that hold a valid standard certificate issued by the National Board for Professional Teaching Standards (NBPTS).

Renewal of the Professional Certificate: A minimum of six (6) semester hours of acceptable college credit or 120 inservice points is required in order to renew the certificate. Note that at least one (1) semester hour of college credit or 20 inservice points must be in the instruction of students with disabilities. This credit is included in the six hours/120 inservice points and does not add to the total required to renew the certificate. Additional information can be found at http://www.broward.k12.fl.us/certification/ProfCertRenewals.html.

DEMONSTRATION OF PROFESSIONAL EDUCATIONAL COMPETENCIES

Mastery of Professional Education Competence must be demonstrated either through written verification from your principal that you have mastered the 16 state competencies (for non-education majors) or by graduation from a Florida state-approved education program.

Principals verify whether or not you have mastered the 16 state competencies by completing the Competency
TIPS TO MAINTAIN YOUR FLORIDA TEACHING CERTIFICATE

<table>
<thead>
<tr>
<th>Temporary Certificate Holders</th>
<th>Professional Certificate Holders</th>
</tr>
</thead>
<tbody>
<tr>
<td>It is the teacher’s responsibility to obtain and maintain a Florida Educator’s Certificate.</td>
<td>It is the teacher’s responsibility to obtain and maintain a Florida Educator’s Certificate.</td>
</tr>
<tr>
<td>Read the Statement of Status of Eligibility (SOE) from the Florida Department of Education carefully. It advises you of a teacher’s eligibility for a Florida Educator's Certificate and any further requirements that must be completed in entirety for issuance of a Professional Certificate. (Visit <a href="http://www.broward.k12.fl.us/certification/SOEonorafter.pdf">http://www.broward.k12.fl.us/certification/SOEonorafter.pdf</a> for an in depth explanation of the items listed on the SOE).</td>
<td>Must meet the minimum renewal requirements within the validity period of their current certificate. <a href="http://www.fldoe.org/edcert/renew.asp#AfterJuly">http://www.fldoe.org/edcert/renew.asp#AfterJuly</a></td>
</tr>
</tbody>
</table>
| The dates on the SOE do not supersede the dates of the certificate. Therefore, if the SOE shows an expiration date of November 17, 2016, and the certificate shows a validity period of 7/1/13 to 6/30/16, the date for completion of all requirements (except General Knowledge which has an earlier deadline) is by no later than the end of May 2016 (for reappointment clearance purposes). | Options for renewal include:  
- A minimum of 120 in-service points for up to four subject areas, to include 20 points in teaching students with disabilities  
- Six credit hours of appropriate course work to include at least one credit in teaching students with disabilities  
- Passing score on subject area exam (subject area must be reflected on the certificate).  
- Valid National Board Certificate (valid during the validity of the certificate to be renewed and in the same subject area held on the state certificate).  
- College teaching experience at the college level is the same as a course taken at the college level for renewal. Verification of course name, prefix, number, semester hours and dates taught should be submitted on college letterhead by the registrar. Teaching multiple sections of the same course may only be used as one course for renewal. A combination of any of the above may be used to meet requirements for renewal as long as the overall total of 120 in-service points is met and 20 of those points are in teaching students with disabilities. [http://www.fldoe.org/edcert/renew.asp#AfterJuly](http://www.fldoe.org/edcert/renew.asp#AfterJuly) |
| State Board of Education Rules do not allow for an extension to the three-year temporary certificate. Therefore, all requirements must be completed within the validity on the certificate. | Professional certificates with more than two subjects: At least six (6) semester hours must be earned each validity period (more credit may be required if more than four subjects). Teachers are given two validity periods to renew all subjects on the certificate. Any subject(s) for which credit is not earned at least once during the two successive validity periods will be deleted at the time of renewal. |
| Per Florida Statute, s.1012.56(s), the General Knowledge requirement must be satisfied within one calendar year of the date of employment under the temporary certificate to continue employment. Individuals who have entered into their second contract year at the end of the one calendar year time period may continue to be employed through the end of the school year in which they have been contracted. | If a teacher is not eligible for renewal, the teacher may submit an application and fee to obtain a temporary certificate (if eligible under current subject area requirements). If the teacher does not meet renewal requirements within one year following the date of the expired certificate, the teacher will have to meet additional requirements to reinstate the professional certificate. |
| An out-of-field assignment necessitates completion of additional requirements. Teachers must plan a course of action upon signing the Out-of-Field Agreement. [http://www.broward.k12.fl.us/certification/Out-of-Field.html](http://www.broward.k12.fl.us/certification/Out-of-Field.html) | A late fee of $30 is required if the application is submitted for renewal of a Professional Certificate after it has expired. To utilize the late fee option, all requirements for renewal of the certificate must have been completed prior to expiration of the certificate except for submitting the application and fee. The $30 late fee is in addition to your $75 fee for a total fee of $105. |
| [http://www.broward.k12.fl.us/certification/SOEonorafter.pdf](http://www.broward.k12.fl.us/certification/SOEonorafter.pdf). | ESOL and Reading credit or in-service points may be banked and used for renewal (restrictions exist on credit earned prior to temporary or professional certificate issuance). |
AND MORE TIPS …

☑ Always speak with a Human Resource Administrator if you are unclear of your certification requirements and/or options.

☑ Gauge your time wisely. Don’t wait until the last year your certificate is valid to start taking college classes or working on your requirements.

☑ Professional certificate holders should identify the avenue they will use for renewal early on within the validity of their certificate. They should also monitor their in-service record in ESS regularly to ensure they have adequate in-service points well before the expiration of their certificate.

☑ Contact a certification representative for answers to questions and submit necessary applications, fees, and supporting documents to our office no later than January of the year your certificate expires.

☑ Do not seek or accept certification information from persons other than those authorized to provide such information. Authorization to interpret certification rules and laws has been given by the Bureau of Educator Certification to Certification Administrators from Broward County Public Schools.
OUT-OF-FIELD

If a teacher is assigned to teach out-of-field, the teacher is mandated to take in-service, coursework, or the subject area exam depending on the particular out-of-field assignment. Failure to comply within the prescribed timeline will result in termination.

ESOL OUT-OF-FIELD

The teacher must complete required in-service or college coursework training according to the META timeline on the next page. Training begins with the initial contact with the Limited English-Proficient student (LEP) date. Only those teachers teaching elementary education, language arts or reading to ESOL-identified students require Board approval as out-of-field for ESOL and will require the addition of the ESOL Endorsement to the FL educator’s certificate. Please refer to the ESOL Training Requirements section for more information on this topic.

<table>
<thead>
<tr>
<th>LEP Date</th>
<th>Must Complete</th>
</tr>
</thead>
<tbody>
<tr>
<td>First two years</td>
<td>60 in-service points or 3 semester hours</td>
</tr>
<tr>
<td>Year 3</td>
<td>120 in-service points or 6 semester hours</td>
</tr>
<tr>
<td>Year 4</td>
<td>180 in-service points or 9 semester hours</td>
</tr>
<tr>
<td>Year 5</td>
<td>240 in-service points or 12 semester hours</td>
</tr>
<tr>
<td>Year 6</td>
<td>300 in-service points or 15 semester hours</td>
</tr>
</tbody>
</table>

GIFTED OUT-OF-FIELD

The teacher must complete 120 in-service points or six semester hours of college coursework toward obtaining the Gifted Endorsement prior to the end of April in the school year in which they were placed out-of-field and must complete the same each year thereafter until training is complete and the Gifted Endorsement has been added to the certificate.

READING OUT-OF-FIELD

The teacher must complete 120 in-service points or six semester hours of college coursework toward obtaining the Reading Endorsement prior to the end of April in the school year in which they were placed out-of-field and must complete the same each year thereafter until training is complete and the Reading Endorsement has been added to the certificate.

All requirements necessary to satisfy mandated training for the ESOL, Gifted, or Reading Endorsements are scheduled and offered through the Office of Talent Development. 

ALL OTHER OUT-OF-FIELD ASSIGNMENTS

The teacher must complete six semester hours of college coursework in the out-of-field assignment or take and pass the appropriate subject area exam (for bachelor level subject areas) and add the subject area to their Florida educator certificate within one year of the out-of-field placement in order to be in compliance. Please keep in mind that teachers cannot meet subject area requirements by passing the subject area exam alone for the following master’s level areas of certification: Guidance and Counseling, Educational Leadership, School Psychologist, Reading and Speech Language Impaired. Coursework is also needed in these areas. For a listing of available subject area exams, go to web site www.fl.nesinc.com. Please refer to the section on Florida Teacher Certification Requirements for information on taking the subject area exam along with useful study tips.
ESOL TRAINING REQUIREMENTS

Florida teachers are required by a legal agreement to participate in training when they have a limited English proficient (LEP) student assigned to their class. There are four ESOL categories, each with their own training requirements. When determining the appropriate category, keep in mind that the teaching assignment, not the area of certification, is the deciding factor. Training is available at local colleges and universities or through the School Board of Broward County’s in-service training activities.

<table>
<thead>
<tr>
<th>Category I</th>
<th>Elementary and Secondary Language Arts/English, Developmental Language Arts, Intensive Reading, and Reading Teachers (includes ESE teachers)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Category II</td>
<td>Teachers of Basic Subjects Taught in English to ELLs Using ESOL Strategies (Mathematics, Science, Social Studies, and Computer Literacy)</td>
</tr>
<tr>
<td>Category III</td>
<td>Teachers of Other Subjects/Areas Not Included in Categories I and II</td>
</tr>
<tr>
<td>Category IV</td>
<td>Guidance Counselors and School-based Administrators</td>
</tr>
</tbody>
</table>

**CATEGORY I: Primary English/Language Arts, Elementary, and Reading Teachers**

Category I teachers are placed out-of-field in ESOL until they have completed their ESOL training requirements and have added the area to their certificate.

**State ESOL Endorsement – Requirements**

<table>
<thead>
<tr>
<th>Option 1</th>
<th>University Courses</th>
</tr>
</thead>
<tbody>
<tr>
<td>15 semester hours college credit. These may be combined with the specific District ESOL inservice courses or Beacon Educator (Option 2 &amp; 3). Five courses are: Methods of Teaching ESOL, ESOL Curriculum and Materials Development, Cross Cultural Communication and Understanding, Testing and Evaluation of ESOL and Applied Linguistics.</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Option 2</th>
<th>Broward Virtual University</th>
</tr>
</thead>
<tbody>
<tr>
<td>300 inservice points through the five specific District ESOL inservice courses (see above). These may be combined with University courses or Beacon Educator (Option 1 &amp; 3).</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Option 3</th>
<th>Beacon Educator</th>
</tr>
</thead>
<tbody>
<tr>
<td>300 inservice points through the five specific ESOL inservice courses. These may be combined with University courses or BVU (Option 1 &amp; 2).</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Option 4</th>
<th>ESOL Subject Area Coverage K-12</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bachelor’s or Master’s Degree in TESOL Passing score on the ESOL Subject Area Exam</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Option 5</th>
<th>Passing score on the ESOL Subject Area Exam</th>
</tr>
</thead>
<tbody>
<tr>
<td>Must obtain 120 inservice points or 6 semester hours of equivalent courses within three (3) years from the date of receipt of the ESOL certificate.</td>
<td></td>
</tr>
<tr>
<td>CATEGORY I:</td>
<td>Guidance Counselors</td>
</tr>
<tr>
<td>-------------</td>
<td>---------------------</td>
</tr>
<tr>
<td>Training Requirements:</td>
<td></td>
</tr>
<tr>
<td>• Complete 60 in-service points or 3 semester hour’s college credit in an approved Category IV ESOL Training course or in-service component.</td>
<td></td>
</tr>
<tr>
<td>• Training must be completed within 3 years from the date of hire or assignment as a guidance counselor</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>CATEGORY II:</th>
<th>Math, Science, Social Studies, or Computer Literacy Teachers</th>
</tr>
</thead>
<tbody>
<tr>
<td>Training Requirements:</td>
<td></td>
</tr>
<tr>
<td>• Complete 60 in-service points or 3 semester hours college credit in the ESOL strategies listed below:</td>
<td></td>
</tr>
<tr>
<td>➢ ESOL Strategies for Content Area Teachers</td>
<td></td>
</tr>
<tr>
<td>• Training for new teachers must be completed within two years from the day and month of your initial assignment to the ESOL student.</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>CATEGORY III:</th>
<th>Related subjects; other than English, Math, Science, Social Studies, and Computer Literacy (Including Occupational and Physical Therapists)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Training Requirements:</td>
<td></td>
</tr>
<tr>
<td>• Complete 18 in-service points or 3 semester hours college credit in the ESOL strategies listed below:</td>
<td></td>
</tr>
<tr>
<td>➢ Issues &amp; Strategies for Teaching LEP Students</td>
<td></td>
</tr>
<tr>
<td>• Training for new teachers must be completed within two years from the day and month of your initial assignment to the ESOL student.</td>
<td></td>
</tr>
</tbody>
</table>

---

**TIMELINE FOR COMPLETING REQUIREMENTS FOR THE STATE ESOL ENDORSEMENT**

<table>
<thead>
<tr>
<th>Begins the day and month of the ESOL student’s initial assignment and must be completed as follows:</th>
</tr>
</thead>
<tbody>
<tr>
<td>First two calendar years › 3 semester hours or 60 in-service points</td>
</tr>
<tr>
<td>Year 3 › 3 semester hours or 60 in-service points</td>
</tr>
<tr>
<td>Year 4 › 3 semester hours or 60 in-service points</td>
</tr>
<tr>
<td>Year 5 › 3 semester hours or 60 in-service points</td>
</tr>
<tr>
<td>Year 6 › 3 semester hours or 60 in-service points</td>
</tr>
</tbody>
</table>

When all of the requirements have been completed for the state ESOL Endorsement, submit a district endorsement/subject addition application available at [http://www.broward.k12.fl.us/certification/Forms.html](http://www.broward.k12.fl.us/certification/Forms.html), pay the fee online by credit card, and submit the application and payment confirmation to the Broward Certification Office to have the state ESOL Endorsement added to the certificate.
**TRANSFER OF INSERVICE POINTS**

In-service activities completed during the validity period of current professional certificates may be transferred in from another Florida school district, as well as banked ESOL and Reading in-service points. Ask your prior school district to complete a State Form OTE 206 *In-service Teacher Education Transfer Record* and have them send it to the Broward County Certification Department for processing at 600 SE 3rd Avenue Fort Lauderdale, FL 33301. [http://www.broward.k12.fl.us/certification/InsPoints.html](http://www.broward.k12.fl.us/certification/InsPoints.html)

**EXAM INFORMATION**

Many teachers may be asked to complete some or all of the Florida Teacher Certification Exams (FTCE). Teachers will need to refer to their Statement of Status of Eligibility letter to determine if they are required to take any of these tests. The FTCE are administered in a computer-based format. The tests, test centers, and registration can be found at [www.fl.nesinc.com](http://www.fl.nesinc.com).

**DESCRIPTION OF TESTS**

**Subject Area Examination (SAE)** - These exams measure content area knowledge, usually in a multiple-choice format. On July 1, 2002, a statute was passed that allowed for teachers to establish eligibility for an initial Temporary Certificate by taking and passing bachelor-level subject area exams in lieu of taking college coursework. Certification areas excluded are Guidance, Reading, Speech/Language, School Psychologist and all Administrative coverages. These areas require coursework in addition to the subject area exam. If you are placed out-of-field in a bachelor-level area of certification, you may take and pass the subject area exam and add the subject to your Florida educator certificate to meet the mandated training requirement.

**Professional Education (PED)** – This multiple-choice test assesses knowledge of five content bases: personal development, appropriate student behavior, planning instruction, implementing instruction, and evaluating instruction.

**General Knowledge Test (GK)** - The GK is a basic skills achievement test containing four subtests: Math (multiple-choice items), Reading (multiple-choice, passage-based items), English Language Skills (multiple-choice items) and an Essay portion. GK results must have been earned with the past 10 years to be used to meet FLDOE requirements.

**ADDITIONAL EXAM INFORMATION**

- If you have a valid, standard or Level II certificate (certificate must be equal to a professional in Florida) from any U.S. state or U.S. territory and the subject(s) shown on your certificate are comparable to subject(s) issued in Florida, then you will have satisfied all requirements for a Florida professional certificate and will not need to take any of the Florida Teacher Certification Exams.
• If you took and passed the Florida CLAST exam prior to July 1, 2002, those scores can be used in lieu of the General Knowledge Exam.

NOTE: The Florida Department of Education stopped accepting other state’s PRAXIS and NTE exams, effective July 1, 2002.

STUDY TIPS

We encourage you to obtain the study guides you will need for your particular subject area exams SAE(s). There are sample questions and answers in the study guides, and they are helpful; however, they do not represent the SAE’s entirety, so please pay particular attention to the competencies/skills listed in the front of the study guides – they are what you are actually tested on. All of this information, and more, can be found at: http://www.fldoe.org/asp/ftce/.

NO CHILD LEFT BEHIND

Public Law 107-110, the No Child Left Behind Act of 2001 (NCLB), created new requirements designed to ensure that all public elementary, middle, and secondary teachers of core academic subjects meet the federal definition of a “Highly Qualified” teacher. On the following pages, select the appropriate Teaching Assignment Chart for the particular grade level and assignment to determine the requirements to be met. The certification website http://www.broward.k12.fl.us/certification/NoChildLB.html has some additional information, to help determine if a teacher is highly qualified.

Note the distinction between holding appropriate certification and meeting the NCLB definition of a "highly qualified" teacher. As you will see by reviewing the information found on the following pages, in many cases holding appropriate certification to teach in a Florida public school is not sufficient to meet the federal definition of a "Highly Qualified" teacher.

The core subjects for NCLB are: English, Reading, Language Arts, Math, Arts (Music, Drama, and Art), Science, Foreign Languages and Social Studies (History, Economics, Geography, Civics, Government/Political Science).

Only the teacher of record is mandated to meet the requirements for NCLB. A teacher of record is defined as a teacher who provides primary instruction and gives the grades for the assigned core subjects. If the teacher is not the teacher of record, the teacher DOES NOT need to meet the highly qualified requirements for NCLB (Examples: Reading Coach, ESE Specialist).

Veteran teachers newly hired from another state who earned their highly qualified status via HOUSSE in another state may transfer in their HQ status by submitting a Verification of a Highly Qualified Out-of-State HOUSSE Plan form found at http://www.broward.k12.fl.us/certification/FormsNCLB.html when relocating to Florida.

Experienced elementary and ESE teachers (teaching at the elementary or secondary level to ESE students on alternative achievement standards) who have passed an appropriate subject area exam in another state for the subject of elementary education can document their highly qualified status by having their former school district complete a Verification of a Highly Qualified Subject Area Content Test form found at http://www.broward.k12.fl.us/certification/FormsNCLB.html.
Please understand that if the teacher’s current assignment is in a non-core subject area and the teacher’s assignment changes to a core subject area that they are not certified in or highly qualified for, it will be the teacher’s responsibility to obtain compliance.

**OPPORTUNITY FOR TEACHERS TO REQUEST REIMBURSEMENT FOR EXAM FEES FOR PASSING SUBJECT AREA EXAM USED TO MEET NCLB REQUIREMENTS**

http://www.broward.k12.fl.us/certification/NoChildLB.html
### No Child Left Behind

**Highly Qualified Teacher Requirements**

**General Education Teachers, Teaching Core Content in Grades K-6**

A general education teacher who is the teacher of record for core academic course(s) in grades K-6 must meet all three Highly Qualified requirements for elementary education teachers listed below.

<table>
<thead>
<tr>
<th>New Teachers (less than one year of full-time teaching experience)</th>
<th>Experienced Teachers (at least one year of full-time teaching experience)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Requirement 1</strong></td>
<td><strong>Requirement 1</strong></td>
</tr>
<tr>
<td>A bachelor’s or higher degree from an accredited institution</td>
<td>A bachelor’s or higher degree from an accredited institution</td>
</tr>
<tr>
<td><strong>Requirement 2</strong></td>
<td><strong>Requirement 2</strong></td>
</tr>
<tr>
<td>A valid Florida three-year Temporary certificate in Elementary Education K-6, Elementary Education 1-6, or PreK/Primary (appropriate for grades K-3)</td>
<td>A valid Florida three-year Temporary or five-year Professional certificate in Elementary Education K-6, Elementary Education 1-6, or PreK/Primary (appropriate for grades K-3)</td>
</tr>
<tr>
<td><strong>Requirement 3</strong></td>
<td><strong>Requirement 3</strong></td>
</tr>
<tr>
<td><strong>Option 1:</strong> A passing score on the Florida Elementary Education K-6, Elementary Education 1-6, or PreK/Primary subject area exam (appropriate for grades K-3)</td>
<td><strong>Option 1:</strong> A passing score on the Florida Elementary Education K-6, Elementary Education 1-6, or PreK/Primary subject area exam (appropriate for grades K-3)</td>
</tr>
<tr>
<td>Or</td>
<td>Or</td>
</tr>
<tr>
<td><strong>Option 2:</strong> A valid Florida Professional certificate in Elementary Education</td>
<td><strong>Option 2:</strong> A valid American Board for Certification of Teacher Excellence (ABCTE) <em>Passport to Teaching</em> certificate in Elementary Education</td>
</tr>
<tr>
<td>Or</td>
<td>Or</td>
</tr>
<tr>
<td><strong>Option 3:</strong> A valid American Board for Certification of Teacher Excellence (ABCTE) <em>Passport to Teaching</em> certificate in Elementary Education</td>
<td><strong>Option 3:</strong> A valid National Board for Professional Teaching Standards (NBPTS) certificate in Early Childhood Generalist (appropriate for grades K-3) or Middle Childhood Generalist (appropriate for grades K-6)</td>
</tr>
<tr>
<td>Or</td>
<td>Or</td>
</tr>
<tr>
<td><strong>Option 4:</strong> Verification from another state of passing an appropriate subject area exam for the elementary grade level(s) assigned (must be documented via the appropriate Florida form found at <a href="http://www.broward.k12.fl.us/certification/VerifHQ_SAE.pdf">http://www.broward.k12.fl.us/certification/VerifHQ_SAE.pdf</a>)</td>
<td><strong>Option 4:</strong> Verification from another state of passing an appropriate subject area exam for the elementary grade level(s) assigned (must be documented via the appropriate Florida form found at <a href="http://www.broward.k12.fl.us/certification/VerifHQ_oosthousse.pdf">http://www.broward.k12.fl.us/certification/VerifHQ_oosthousse.pdf</a>)</td>
</tr>
<tr>
<td>Or</td>
<td>Or</td>
</tr>
<tr>
<td><strong>Option 5:</strong> Verification from another state of a HOUSSE plan appropriate for the elementary grade level(s) assigned (must be documented via the appropriate Florida form found at <a href="http://www.broward.k12.fl.us/certification/VerifHQ_oosthousse.pdf">http://www.broward.k12.fl.us/certification/VerifHQ_oosthousse.pdf</a>)</td>
<td>Or</td>
</tr>
</tbody>
</table>
## No Child Left Behind
### Highly Qualified Teacher Requirements

**General Education Teachers, Teaching Core Content in Grades 7-12**

A general education teacher who is the teacher of record for core academic course(s) in grades 7-12 must meet all three Highly Qualified requirements for secondary teachers listed below. *If certified in Elementary Education and assigned to teach sixth grade, use Elementary Education K-6 charts.*

<table>
<thead>
<tr>
<th>New Teachers (less than one year of full-time teaching experience)</th>
<th>Experienced Teachers (at least one year of full-time teaching experience)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Requirement 1</strong></td>
<td><strong>Requirement 2</strong></td>
</tr>
<tr>
<td>A bachelor’s or higher degree from an accredited institution</td>
<td>A bachelor’s or higher degree from an accredited institution</td>
</tr>
<tr>
<td><strong>Requirement 3</strong></td>
<td><strong>Option 1: If assigned to teach History, Geography, Economics, or Government/Civics:</strong></td>
</tr>
<tr>
<td>If assigned to teach History, Geography, Economics, or Government/Civics and certified in Middle Grades Social Science 5-9 or Social Science 6-12, must submit a passing score on the Florida Social Science 5-9 or Social Science 6-12 subject area exam (exam must be appropriate for grade level assigned)</td>
<td>Option 1: If assigned to teach History, Geography, Economics, or Government/Civics: and certified in Middle Grades Social Science 5-9 or Social Science 6-12, must submit a passing score on the Florida Social Science 5-9 or Social Science 6-12 subject area exam (exam must be appropriate for grade level assigned)</td>
</tr>
<tr>
<td>Or</td>
<td></td>
</tr>
<tr>
<td><strong>Option 2:</strong> Verification from another state of a HOUSSE plan appropriate for the subject(s)* and grade level(s) assigned (must be documented via the appropriate Florida form found at <a href="http://www.broward.k12.fl.us/certification/VerifHQ_oostousse.pdf">http://www.broward.k12.fl.us/certification/VerifHQ_oostousse.pdf</a>; cannot be accepted for the subject of Reading)</td>
<td></td>
</tr>
</tbody>
</table>

*Verifications submitted for an out-of-state HOUSSE plan for an area of social science must indicate the specific social science subject and grade level to be acceptable.*
## No Child Left Behind

### Highly Qualified Teacher Requirements

**Art, Music, and Foreign Language Teachers, Grades K-12**

A teacher who is the teacher of record for an Art, Music, and/or Foreign Language core academic course must meet all three Highly Qualified requirements for teachers at the K-6 and 7-12 levels as listed below.

<table>
<thead>
<tr>
<th>Requirement 1</th>
<th>Requirement 2</th>
<th>Requirement 3</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>New Teachers</strong></td>
<td><strong>Experienced Teachers</strong></td>
<td></td>
</tr>
<tr>
<td>A bachelor’s or higher degree from an accredited institution</td>
<td>A bachelor’s or higher degree from an accredited institution</td>
<td></td>
</tr>
<tr>
<td>A valid Florida three-year Temporary or five-year Professional certificate</td>
<td>A valid Florida three-year Temporary or five-year Professional certificate</td>
<td></td>
</tr>
</tbody>
</table>

**For Grades K-6**

**Option 1:** A valid Florida Temporary certificate appropriate for the subject(s) and grade level(s) assigned and a passing score on the Florida subject area exam appropriate for the subject(s) and grade level(s) assigned

**Or**

**Option 2:** A valid Florida Professional certificate appropriate for the subject(s) and grade level(s) assigned

**For Grades 7-12**

A valid Florida Temporary certificate or Professional certificate appropriate for the subject(s) and grade level(s) assigned

**For Grades K-6**

**Option 1:** A valid Florida Temporary or Professional certificate appropriate for the subject(s) and grade level(s) assigned and a passing score on the Florida subject area exam appropriate for the subject(s) and grade level(s) assigned

**Or**

**Option 2:** A valid Florida Temporary or Professional certificate appropriate for the subject(s) and grade level(s) assigned and a National Board for Professional Teaching Standards certificate appropriate to the subject(s) and grade level(s) assigned

**Or**

**Option 3:** Verification from another state of passing an appropriate subject area exam for the subject(s) and grade level(s) assigned - must be documented via the appropriate Florida form found at [http://www.broward.k12.fl.us/certification/Verif_HQ_SAE.pdf](http://www.broward.k12.fl.us/certification/Verif_HQ_SAE.pdf)

**Or**

**Option 4:** Verification from another state of a HOUSSE plan appropriate for the subject(s) and grade level(s) assigned - must be documented via the appropriate Florida form found at [http://www.broward.k12.fl.us/certification/VerifHQ_oosthousse.pdf](http://www.broward.k12.fl.us/certification/VerifHQ_oosthousse.pdf)

**For Grades 7-12**

A valid Florida Temporary certificate or Professional certificate appropriate for the subject(s) and grade level(s) assigned.
An ESE teacher who is the teacher of record for an ESE elementary core academic course must meet all three Highly Qualified requirements for elementary education teachers listed below, in addition to having the appropriate ESE certification. Note: If you are assigned to teach a general education (non-ESE) core course then you will need to refer to the NCLB chart specific to general education teachers in grades K-6 for requirements.

<table>
<thead>
<tr>
<th>New ESE Teachers (less than one year of full-time teaching experience)</th>
<th>Experienced ESE Teachers (at least one year of full-time teaching experience)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Requirement 1</strong></td>
<td><strong>Requirement 1</strong></td>
</tr>
<tr>
<td>A bachelor’s or higher degree from an accredited institution</td>
<td>A bachelor’s or higher degree from an accredited institution</td>
</tr>
<tr>
<td><strong>Requirement 2</strong></td>
<td><strong>Requirement 2</strong></td>
</tr>
<tr>
<td>A valid Florida three-year Temporary certificate in an ESE area appropriate to students assigned</td>
<td>A valid Florida three-year Temporary or five-year Professional certificate in an ESE area appropriate to students assigned</td>
</tr>
<tr>
<td><strong>Requirement 3</strong></td>
<td><strong>Requirement 3</strong></td>
</tr>
</tbody>
</table>
| **Option 1:** A passing score on the Florida Elementary Education K-6, Elementary Education 1-6, or PreK/Primary (appropriate for grades K-3) subject area exam  
Or | **Option 1:** A passing score on the Florida Elementary Education K-6, Elementary Education 1-6, or PreK/Primary (appropriate for grades K-3) subject area exam  
Or  
**Option 2:** A valid American Board for Certification of Teacher Excellence (ABCTE) Passport to Teaching certificate in Elementary Education  
Or | **Option 2:** A valid American Board for Certification of Teacher Excellence (ABCTE) Passport to Teaching certificate in Elementary Education  
Or  
**Option 3:** A valid Florida Professional certificate in Elementary Education K-6 or PreK/Primary (appropriate for grades K-3)  
Or | **Option 3:** A valid National Board for Professional Teaching Standards (NBPTS) certificate in Early Childhood Generalist (appropriate for grades K-3) or Middle Childhood Generalist (appropriate for grades K-6)  
Or | **Option 4:** Verification from another state of passing an appropriate subject area exam for the elementary grade level(s) assigned - must be documented via the appropriate Florida form found at [http://www.broward.k12.fl.us/certification/Verif_HQ_SAE.pdf](http://www.broward.k12.fl.us/certification/Verif_HQ_SAE.pdf)  
Or | **Option 4:** Verification from another state of passing an appropriate subject area exam for the elementary grade level(s) assigned - must be documented via the appropriate Florida form found at [http://www.broward.k12.fl.us/certification/VerifHQ_oosthousse.pdf](http://www.broward.k12.fl.us/certification/VerifHQ_oosthousse.pdf)  
Or | **Option 5:** Verification from another state of a HOUSSE plan appropriate for the elementary grade level(s) assigned - must be documented via the appropriate Florida form found at [http://www.broward.k12.fl.us/certification/VerifHQ_oosthousse.pdf](http://www.broward.k12.fl.us/certification/VerifHQ_oosthousse.pdf) |
An ESE teacher who is the teacher of record for an ESE core academic course in grades 7-12 must meet all three Highly Qualified requirements for teachers of core content listed below, in addition to having the appropriate ESE certification. Note: If you are assigned to teach a general education (non-ESE) core course then you will need to refer to the NCLB chart specific to general education teachers in grades 7-12 for requirements.

### New ESE Teachers
(less than one year of full-time teaching experience)

<table>
<thead>
<tr>
<th>Requirement 1</th>
<th>Requirement 2</th>
<th>Requirement 3</th>
</tr>
</thead>
</table>
| A bachelor’s or higher degree from an accredited institution | A valid Florida three-year Temporary or five-year Professional certificate in an ESE area appropriate to students assigned | Option 1: A passing score on the Florida Elementary Education K-6 or Elementary Education 1-6 subject area exam  
Or  
Option 2: A valid Florida Professional certificate in Elementary Education - requires a Florida subject area exam or reciprocity from another state  
Or  
Option 3: A valid American Board for Certification of Teacher Excellence (ABCTE) Passport to Teaching certificate in Elementary Education  
Or  
Option 4: A valid Florida certificate appropriate to the subject and grade level assigned (note that teachers certified in Social Science are required to pass the Social Science subject area exam appropriate to the grade level assigned to meet NCLB requirements) |

### Experienced ESE Teachers
(at least one year of full-time teaching experience)

<table>
<thead>
<tr>
<th>Requirement 1</th>
<th>Requirement 2</th>
<th>Requirement 3</th>
</tr>
</thead>
</table>
| A bachelor’s or higher degree from an accredited institution | A valid Florida three-year Temporary or five-year Professional certificate in an ESE area appropriate to students assigned | Option 1: A passing score on the Florida Elementary Education K-6 or Elementary Education 1-6 subject area exam  
Or  
Option 2: A valid Florida certificate appropriate to the subject and grade level assigned (note that teachers certified in Social Science are required to pass the Social Science subject area exam appropriate to the grade level assigned to meet NCLB requirements)  
Or  
Option 3: Verification from another state of a HOUSSE plan appropriate for the subject(s) and grade level(s) assigned (must be documented via the appropriate Florida form found at [http://www.broward.k12.fl.us/certification/VerifHQ_oosthouse.pdf](http://www.broward.k12.fl.us/certification/VerifHQ_oosthouse.pdf); cannot be accepted for the subject of Reading) |
Microsoft Outlook Office 365
Once your employment is completed in the employment system you will obtain access to the Microsoft Outlook Office 365 through a district secured personnel number.
User Name: P number
Password for all Employees: broward
The District’s **Office of Academics** offers an array of helpful services for Broward County educators. A curriculum specialist is assigned to each subject area and they are available to assist you.

The Office of Academics is committed to educating all students/staff to reach their highest potential. In order to ensure that our students/staff reach their highest potential the Office of Academics works in collaboration with the Offices of Talent Development and School Performance & Accountability with a deliberate focus on creating the following for schools:

- A Focused & Authentic Professional Learning Communities (PLC) Process
- An Embedded High Quality Response to Interventions (RtI) Process
- Optimal Internal/External Relationships
- Scaling Up BEST Practices

Innovative Learning & Arts Resources
http://innovativelearning.browardschools.com/

The 360° Teaching with Technology Model

Teachers and students at Broward County Public Schools engage in a kaleidoscope of activities and experiences throughout the day. Technology will increasingly become a useful means of expanding options and accelerating learning at BCPS. How teachers and students take advantage of the opportunities and changes brought on by ubiquitous technology and information is an individual journey. By asking a series of “how might I?” questions around key topics, we will learn, orchestrate and inspire from a collective vision that reaches all students.

Broward Enterprise Education Portal
http://beep.browardschools.com/ssoPortal/login.jsp
Math, Science, Gifted Resources

http://stembrowardschools.com/

http://www.hmhco.com/classroom/shop-by-subject/math

English/Language Arts Resources

- fsaassessments.org
- newsela.com
- readwritethink.org
- corestandards.org
- archives.gov
- loc.gov

- achievethecore.org
- engageny.org
- pbs.org
- edsitement.neh.gov
- vocabulary.com
- teachingbooks.net

Career, Technical, Adult & Community Education

Career, Technical, Adult & Community Education

CTACE
Learn, Play, Lead
Head Start Early Intervention

The Head Start/Early Intervention Department administers the District’s Head Start (HS) Program, a federally funded program that offers free comprehensive services to economically disadvantage children and families. The direct connection between the HS Program and the District streamlines the coordination of services and referrals required to meet the needs of HS families enrolled in the program. Services such as speech/language evaluations, psychological referrals, and counseling are coordinated among programs to ensure families receive referrals and services in a timely manner.

Office of Instruction and Interventions Literacy

BCPS Literacy Field Guide for Educators, a reference tool that supports our district’s philosophy around standards-based balanced literacy approach. The guide is ONLY digital and can be accessed anywhere, anytime:

http://www.bcps-literacyguide.com/

The major websites that I would add for elementary math would be the following:

https://www.illustrativemathematics.org/

https://learnzillion.com/

https://www.engageny.org/

http://elementarymathematics.pds-hrd.wikispaces.net/

Exceptional Student Education & Support Services Resources

http://www.broward.k12.fl.us/studentsupport/ese/index.htm

Accommodations

FL Department of Education Guidebooks

Selecting Accommodations: Guidance for Individual Educational Plan Teams (2013)

Accommodations for Florida’s Statewide Student Assessments (2015)

To access these Guidebooks and other resources related to accommodations, visit:
http://padlet.com/bkrakower/accommodations
Assistive Technology
*Florida Department of Education, Technical Assistance Paper: Assistive Technology for Students with Disabilities*


Classroom Strategies and Behavior
*Florida’s Positive Behavior Support Project: A Multi-Tiered Support System* - provides a variety of tools to enhance the skills of teachers, related services personnel, administrators, family members, and agency personnel in addressing severe behavioral challenges of students with disabilities.

http://flpbs.fmhi.usf.edu/

PBIS Positive Behavioral Interventions & Supports. OSEP Technical Assistance Center. Emphasis on impacting student’s social, emotional and academic outcomes.

http://www.pbis.org/

Safe and Civil Schools - provides high-quality programs and staff development services to help K-12 educators create proactive and positive behavior management.

www.safeandcivilschools.com

25 Classroom Management Tips For Teachers, Guide from Marygrove College Master in the Art of Teaching Online Degree Program.

http://page.info.marygrove.edu/25-classroom-management-tips-for-teachers

Marzano Art and Science of Teaching Evaluation Model, BCPS Office of Talent Development,

http://www.broward.k12.fl.us/talentdevelopment/html/mapd1teach.html

Collaborative Teaching
*Maryland Learning Links – Co-Teaching*

http://marylandlearninglinks.org/952

Inclusive Classrooms Project
http://www.inclusiveclassrooms.org/inquiries/6-co-teaching-structures

Collaborative Teaching in Middle Schools blog

*Co-Teaching Connection* - Dr. Marilyn Friend’s website includes lesson plans.

http://www.marilynfriend.com/


Differentiating Instruction
*Differentiation Central – University of Virginia* http://www.diffcentral.com

Education.com http://www.education.com/reference/article/Ref_Teacher_s_Guide/
Florida Department of Education Data & Program Evaluation
Historical data for Florida school districts [http://www.fldoe.org/academics/exceptional-student-edu/data/index.stm]

Florida Department of Education Bureau of Exceptional Education and Students Services
This site provides an alphabetized list of all publications and resources [http://www.fldoe.org/academics/exceptional-student-edu/beess-resources/presentations-pubs/]

Florida Department of Education Exceptional Student Education
Overview to the state’s mission and resource related to exceptional student education. [http://www.fldoe.org/academics/exceptional-student-edu/]

Florida Department of Education Exceptional Student Education (FDLRS)
State discretionary project that provides resources regarding professional development related to curriculum and instructional practices to school districts, teachers, and families. [http://www.fdlrs.org]

Florida Standards
CPALMS - an online toolbox of information, vetted resources, and interactive tools that help educators effectively implement teaching standards. It is the State of Florida’s official source for standards information and course descriptions. [http://www.cpalms.org/Public/]

Grading

Individual Education Plan Process
Florida Department of Education Bureau of Exceptional Education and Student Services
Developing Quality Individual Education Plans, 2012
[www.fldoe.org/core/fileparse.php/7690/urlt/0070122-qualityieps.pdf]

Matrix of Services Handbook, 2015. Exceptional Student Education/Florida Education Finance Program (ESE/FEFP)

Inclusion
Florida Department of Education: Inclusion
[http://www.leg.state.fl.us/statutes/index.cfm?App_mode=Display_Statute&URL=1000-1099/1003/Sections/1003.57.html]

Florida Department of Education: Technical Assistance Paper - Least Restrictive Environment Considerations Related to Individual Education Plans

Florida Inclusion Network (FIN) - state discretionary project that provides resources on inclusive practices to school districts, teachers and families.
Best Practices for Inclusive Education (BPIE)
http://www.floridainclusionnetwork.com

http://inclusiveschools.org/media/files/None/Inclusion-FAQ.PDF

*U.S. Department of Education*: Individuals with Disabilities Education Act (IDEA)-2004  
www.idea.ed.gov

**Logging Services on EasyIEP**  
http://app.brainshark.com/browardschools/vu?pi=zJczsqlyRz7tVzm0&intk=591167483

**The Multiagency Network for Students with Emotional/Behavioral Disabilities (SEDNET)**  
Assists in the provision of a quality system of care for students with or at-risk of emotional and/or behavioral challenges.  
http://www.sednetfl.info

**Progress Monitoring**  
*National Center on Intensive Intervention* - variety of academic and behavioral progress monitoring tools.  
www.intensiveintervention.org/chart/progress-monitoring

**National Center on Student Progress Monitoring**  
http://www.progressmonitoring.org/

**Research Institute on Progress Monitoring**  
http://www.progressmonitoring.org/

**Student Support Services Project** - resource for Florida districts to facilitate the identification and selection of instruments for conducting diagnostic assessments, comprehensive evaluations, and for screening and progress monitoring students in a multi-tiered system of support.  
http://sss.usf.edu/resources/topic/ese/ESE_Eval/Eval_instruments.html

**Response to Intervention Multi-Tiered System of Support/Specially Designed Instruction**  
Broward Diversity, Prevention & Intervention Department – Resources for RtI/MTSS, progress monitoring tools, strategy/intervention guide, national & state resources.  
http://www.browardprevention.org/response-to-intervention/

**Florida Problem Solving & Response to Intervention** - variety of tools and resources to assist educators in the implementation of Florida’s RtI Plan.  
http://www.floridarti.usf.edu/index.html

**What is Special About Special Education? Specially Designed Instruction for Students With Disabilities Within a Multi-tiered System of Support** (Brief and Technical Assistance Paper, FL DOE 2014)  
http://sss.usf.edu/resources/format/pdf/specially_designed_instruction.pdf  

**Scheduling**  
www.floridainclusionnetwork.com
Transition

Project 10 Transition Education Network – Florida’s project which acts as a conduit between the Florida Department of Education, specifically the Bureau of Exceptional Education and Student Services (BEESS), and relevant school district personnel in addressing with a focus on academic success and post-school outcomes.

http://project10.info

Universal Design for Learning

CAST: National Center on Universal Design for Learning
http://cast.org/udl/index.html

UDL Q & A for Educators
www.udlcenter.org/sites/udlcenter.org/files/UDL_Educatorsfactsheets.pdf

Center for Universal Design – NC State College/College of Design
http://www.ncsu.edu/ncsu/design/cud/about_ud/udhistory.htm

Post-Secondary Education and Universal Design for Learning
http://www.flconsortiumudl.net


Universal Design Learnsite
http://www.k-state.edu/udlearnsite/Lesson1.htm

Bilingual/ESOL Department

http://esol.browardschools.com/
An Instructional Cadre is a group of schools organized into professional learning communities to facilitate school improvement and curricular innovation. Each cadre is composed of level-specific ES-Elementary, MS-Middle, HS-High, or CS-Center Schools that represent the diversity found around Broward County. This diversity is leveraged to strengthen the learning for all educators to share best practices and enhance adult and student learning.

**Cadre ES 1**

**Director:** Saemone Hollingsworth

- Challenger ES (3771)
- Driftwood ES (0721)
- Heron Heights ES (3961)
- Ramblewood ES (2721)
- Sheridan Hills ES (1811)
- Tamarac ES (2521)

- Country Hills ES (3111)
- Eagle Ridge ES (3441)
- Maplewood ES (2741)
- Riverglades ES (2891)
- Sheridan Park ES (1321)
- Stirling ES (0691)

- Davie ES (2801)
- Hallandale ES (0131)
- Park Trails ES (3781)
- Riverside ES (3031)

**Cadre ES 2**

**Director:** Estella Eckhardt

- Banyan ES (2001)
- Horizon ES (2531)
- Nob Hill ES (2671)
- Plantation Park ES (1251)
- Tropical ES (0731)

- Central Park ES (2541)
- Meadowbrook ES (0761)
- Peters ES (0931)
- Sandpiper ES (3061)
- Wellsby ES (2881)

- Discovery ES (3962)
- Mirror Lake ES (1841)
- Plantation ES (0941)
- Sawgrass ES (3401)
## Cadre ES 3

**Director: Mark Narkier**

<table>
<thead>
<tr>
<th>School Name</th>
<th>Zip Code</th>
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<tbody>
<tr>
<td>Cresthaven ES (0901)</td>
<td>Cypress ES (1781)</td>
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<tr>
<td>Endeavour Primary (3301)</td>
<td>Flamingo ES (2541)</td>
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<td>McNab ES (0841)</td>
<td>Norcrest ES (0561)</td>
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<td>Park Ridge ES (1951)</td>
<td>Sanders Park ES (0891)</td>
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<td>Sunland Park ES (0511)</td>
<td>Walker ES (0321)</td>
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<tr>
<td>Deerfield Beach ES (0011)</td>
<td>Fox Trail ES (3531)</td>
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<tr>
<td>Palmview ES (1131)</td>
<td>Silver Ridge ES (3081)</td>
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## Cadre ES 4

**Director: Linda Pazos**

<table>
<thead>
<tr>
<th>School Name</th>
<th>Zip Code</th>
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<tbody>
<tr>
<td>Atlantic West ES (2511)</td>
<td>Coconut Creek ES (1421)</td>
</tr>
<tr>
<td>Dania ES (0101)</td>
<td>Hollywood Central ES (0121)</td>
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<td>Liberty ES (3821)</td>
<td>Margate ES (1161)</td>
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<td>Oakridge ES (0461)</td>
<td>Parkside ES (3631)</td>
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<td>Tradewinds ES (3481)</td>
<td>Westchester ES (2681)</td>
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<tr>
<td>Collins ES (0331)</td>
<td>Hollywood Hills ES (0111)</td>
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<td>Morrow ES (2691)</td>
<td>Quiet Waters ES (3121)</td>
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<td>Winston Park ES (3091)</td>
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## Cadre ES 5

**Director: Dr. Mark Strauss**

<table>
<thead>
<tr>
<th>School Name</th>
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<tbody>
<tr>
<td>Cooper City ES (1211)</td>
<td>Croissant Park ES (0221)</td>
</tr>
<tr>
<td>Floranada ES (0851)</td>
<td>Foster, Stephen ES (0921)</td>
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<tr>
<td>Lakeside ES (3591)</td>
<td>Lloyd Estates ES (1091)</td>
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<tr>
<td>North Fork ES (1191)</td>
<td>Palm Cove ES (3311)</td>
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<tr>
<td>Pembroke Lakes ES (2661)</td>
<td>Riverland ES (0151)</td>
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<tr>
<td>Embassy Creek Elementary School (3191)</td>
<td>Griffin ES (2851)</td>
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<tr>
<td>North Andrews Garden ES (0521)</td>
<td>Pasadena Lakes ES (2071)</td>
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<td>Silver Palms ES (3491)</td>
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Cadre ES 6

Director: Irene Cejka

- Broadview ES (0811)
- Coral Cove ES (2011)
- Larkdale ES (0621)
- Sea Castle ES (2871)
- Sunset Lakes ES (3661)
- Castle Hill ES (1461)
- Dolphin Bay ES (3751)
- Lauderhill PT. ES (1381)
- Silver Lakes ES (3371)
- Sunshine ES (1171)
- Coconut Palm ES (3741)
- Fairway ES (1641)
- Miramar ES (0531)
- Silver Shores ES (3581)

Cadre ES 7

Director: Angela Fulton

- Broward Estates ES (0501)
- Oakland Park ES (0031)
- Rock Island ES (3701)
- Village ES (1621)
- Dillard ES (0271)
- Oriole ES (1831)
- Royal Palm ES (1851)
- Westwood Heights ES (0631)
- Dr. Martin Luther King Montessori Academy (1611)
- Park Lakes ES (3761)
- Thurgood Marshall ES (3291)

Cadre ES 8

Director: Jacquelyn Haywood

- Bethune ES (0341)
- Drew, Charles ES (3221)
- Perry, H.D. MS (1011)
- Pompano Beach ES (0751)
- Young, Walter C. MS (3001)
- Colbert ES (0231)
- Lake Forest ES (0831)
- Pines Lakes ES (2861)
- Tedder ES (0571)
- Deerfield Park ES (0391)
- Markham ES (1671)
- Pinewood ES (2811)
- Watkins ES (0511)
Cadre ES 9

Director: Sandra Shipman

Boulevard Heights ES (0971)  Coral Park ES (3041)  Country Isles ES (2981)
Eagle Point ES (3461)  Everglades ES (2942)  Forest Hills ES (2631)
Indian Trace ES (3181)  Manatee Bay ES (3841)  Orange Brook ES (0711)
Park Springs ES (3171)  Pembroke Pines ES (1221)  West Hollywood ES (0161)

Cadre ES 10

Director: David Hall

Bayview ES (0641)  Beachside Montessori Village (2041)  Bennett ES (0201)
Chapel Trail ES (2961)  Coral Springs K-8 (2551)  Gulfstream Academy of Hallandale Beach K-8 (3931)
Harbordale ES (0491)  Hawkes Bluff ES (3131)  Lauderhill 6-12 (1391)
North Lauderdale K-8 (2231)  North Side ES (0041)  Nova Blanche ES (1282)
Nova Eisenhower ES (1271)  Panther Run ES (3571)  Perry, A.C. K-8 (1631)
Virginia Shuman Young (3321)  Wilton Manors ES (0191)
Cadre MS 1

Director: Christine Semisch

Apollo MS (1791)  Attucks MS (0343)  Bair MS (2611)
Coral Springs MS (2561)  Driftwood MS (0861)  Forest Glen MS (3051)
Lyons Creek MS (3101)  Margate MS (0581)  McNicol MS (0481)
Millennium MS (4772)  Nova MS (1311)  Olsen MS (0471)
Plantation MS (0551)  Ramblewood MS (2711)  Sawgrass Springs MS (3431)
Seminole MS (1891)  Silver Lakes MS (2971)  Westglades MS (3871)
Westpine MS (2052)

Cadre MS 2

Director: Dr. Jermaine Fleming

Crystal Lake MS (1871)  Dandy, William MS (1071)  Deerfield Beach MS (0911)
Falcon Cove MS (3622)  Glades MS (2021)  Indian Ridge MS (3471)
Lauderdale Lakes MS (1701)  New Renaissance MS (3911)  New River MS (0881)
Parkway MS (0701)  Pines MS (1881)  Pioneer MS (2571)
Pompano Beach MS (0021)  Rickards MS (2121)  Silver Trail MS (3331)
Sunrise MS (0251)  Tequesta Trace MS (3151)  Young, Walter C. MS (3001)

Cadre HS 1

Director: Michael Ramirez

Coconut Creek HS (1681)  Coral Glades HS (3861)  Coral Springs HS (1151)
Hallandale HS (0403)  Hollywood Hills HS (1661)  McArthur HS (0241)
Monarch HS (3541)  Nova HS (1281)  Piper HS (1901)
Plantation HS (1451)  South Broward HS (0171)  South Plantation HS (2351)
Stoneman Douglas, M. HS (3011)  Taravella, J.P. HS (2751)
## Cadre HS 2

**Director: Alan Strauss**

<table>
<thead>
<tr>
<th>School Name</th>
<th>School Name</th>
<th>School Name</th>
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<tbody>
<tr>
<td>Anderson, Boyd HS (1741)</td>
<td>Blanche Ely HS (0361)</td>
<td>Cooper City HS (1931)</td>
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<tr>
<td>Cypress Bay HS (3623)</td>
<td>Deerfield Beach HS (1711)</td>
<td>Dillard HS (0371)</td>
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<tr>
<td>Everglades HS (3731)</td>
<td>Flanagan, Charles HS (3391)</td>
<td>Fort Lauderdale HS (0951)</td>
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<tr>
<td>Miramar HS (1751)</td>
<td>Northeast HS (1241)</td>
<td>Pompano Beach HS (0185)</td>
</tr>
<tr>
<td>Stranahan HS (0211)</td>
<td>West Broward HS (3971)</td>
<td>Western HS (2831)</td>
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## Cadre CS 1

**Director: Carletha Shaw**

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<tr>
<th>School Name</th>
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<tbody>
<tr>
<td>Atlantic Technical College and High School (2221)</td>
<td>Bright Horizons k-12 (0871)</td>
<td>Broward Virtual (3921)</td>
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<tr>
<td>College Academy (3851)</td>
<td>Community Center North (3941)</td>
<td>Community Schools South (3951)</td>
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<tr>
<td>Cross Creek k-12 (3222)</td>
<td>Cypress Run 7-12 (2123)</td>
<td>Dave Thomas (3651)</td>
</tr>
<tr>
<td>H.D. Perry Educational Center 7-12 (0592)</td>
<td>Lanier-James Ed Center (0405)</td>
<td>McFatter Technical College and High School (1291)</td>
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<tr>
<td>Off Campus Learning Center (6501)</td>
<td>Pine Ridge Ed Center k-12 (0653)</td>
<td>Seagull 7-12 (0601)</td>
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<tr>
<td>Sheridan Technical College and High School (1051)</td>
<td>The Quest (1021)</td>
<td>Whidden-Rogers 7-12 (0452)</td>
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<tr>
<td>Whispering Pines 1-12 (1752)</td>
<td>Wingate Oaks k-12 (0991)</td>
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</table>
The School Board of Broward County, Florida

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Nora Rupert, Vice Chair
Robin Bartleman
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