

THE TEACHER ADVISOR

Office of Teacher Certification, Endorsement and NCLB
Compliance
Human Resource Services

P O L K C O U N T Y S C H O O L S

Topics Covered

- Temporary Certification
- Out-of-Field Agreements
- ESOL—Plan of Study
- NCLB and HQ Requirements



Deadlines and Consequences

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A V O I D I N G C O M P L I A N C E P I T F A L L S

Welcome to *The Teacher Advisor!* This is the first volume, first issue of a monthly newsletter committed to keeping Polk County School teachers informed and advised of areas of interest and concern relating to Teacher Certification, Endorsement and NCLB Compliance.

We know and appreciate how you must balance the demands of your profession and your life, and sometimes job-related requirements must take the “back burner”. Unfortunately, the consequences of leaving mandated requirements “on the back burner” too long may result in displacement or termination from the District. When this happens, it

is not only a devastating blow for the teacher and his/her family, but the District suffers a loss as well.



**NEED SOME HELP BALANCING ?
(See page 4 for related article.)**

Therefore, this issue will be devoted to addressing Certification, Endorsement and NCLB Compliance issues. Our goal is to identify the major pitfalls and identify strategies

that may assist you in fulfilling these requirements.

You may not be aware, but as a teacher in the Polk County School District, one of the most valuable resources available to you is your Certification/NCLB Specialist. You may e-mail the Specialist assigned to your school any questions and concerns and she will provide you with an e-mail advisement.

Click below to locate the name of your Specialist .

<http://www.polk-fl.net/staff/employeeinfo/hrs/certificationnclb.htm>

S E E K I N G T O T R A N S F E R T O A N O T H E R S C H O O L ?

Once all of our contractual obligations for the placement of displaced teachers have been met, Open Hiring will be announced. At that time school to school transfers will be allowed. If you are interested in pursuing a transfer to another school and you have not completed the Transfer Request for the 09-10 school

year, now is the time to do so.

The Transfer Request form is available on Outlook. Follow this path to print and complete.

Outlook >Public Folders>All Public Folders>Human Resource Services>Forms>Joanne Vickers

Send the completed form to the District Certification Office and mark to the attention of Karen Pfister. Karen will determine if your qualifications meet the requirements of your desired position. This information will be released to all principals.

MOVING FROM THE TEMPORARY TO PROFESSIONAL CERTIFICATE

If you are currently working under a Florida Temporary Certificate, it is important that you follow the Statement of Status of Eligibility you were issued by the FLDOE Bureau of Educator Certification.

Keep in mind, each District may set employment requirements that will not be reflected on your Statement.

For continued employment, Polk County requires the following:

By April 1 of your first year of teaching, you must pass the General Knowledge Exam in order to be recommended for reappointment; and

By April 1 of your third year of teaching, you must document proof that all deficiencies

listed on your Statement of Eligibility have been met in full, and that you have applied and been deemed eligible for your Florida Professional Certificate in order to be recommended for reappointment.

Click below for more information:

<http://www.fldoe.org/edcert/moving.asp>



Certification Deadlines Ahead



OUT-OF-FIELD – AGREEMENT TO EARN

The Polk County School Board has authorized out-of-field assignments only for endorsement areas and certain subjects which require a master's degree and a passing score on the subject area examination.

Prior to being assigned to teach a subject in an area that Florida requires just the bachelor's degree, a teacher must pass the respective exam and add the subject to his/her certificate. This relates to NCLB and the requirement for teachers to be Highly Qualified.

However, if you are assigned to teach in an area that requires an endorsement (other than ESOL—see related article) or in an authorized subject, you will receive an *Agreement to Earn* which must be read, signed, dated by both you and your principal and returned to the District Certification Office.

Make a copy of your *Agreement* to place in your personal certification folder.

When you receive your *Agreement*, locate your anniversary date. This represents your first day of official assignment in the out-of-field area. Each twelve month period from this date, you are required to earn either 120 in-service hours, or six semester hours of college credit toward certification in the area until you complete course requirements and add the area to your certificate.

Points or hours earned in the area prior to being assigned out-of-field ultimately may count toward certification, however, may not be brought forward to satisfy the “earned after the anniversary date requirement.”

Depending upon your contract status, the consequences of non-compliance may be either displacement or termination.

ESOL (ENGLISH TO SPEAKERS OF OTHER LANGUAGES)



It's the Law!

More Information:

<http://www.fldoe.org/aala/cdpage2.asp>

In August 1990, a judge of the United States District Court, Southern District of Florida, signed a Consent Decree giving the court power to enforce an agreement between the Florida State Board of Education and a coalition of eight groups represented by Multicultural Education, Training and Advocacy, Inc. (META) and Florida legal services attorneys regarding the identification and provision of services to students whose native language is other than English. The plaintiff organizations involved in

the case represent a broad spectrum of the civil rights educational community.

BY LAW, as a teacher in Florida you are required to complete training once you are assigned your first English Language Learner (ELL) student. Compliance is **not** an option. Significant negative funding adjustments occur when the District is audited and teachers are identified as out-of-compliance. The 09-10 school year is the data collection year for the F.T.E. audit.

ESOL PLAN OF STUDY

Depending upon the type of instructional services you are providing ELL students, you will need either training or ESOL certification.

The ESOL Plan of Study is automatically triggered when you are assigned your first ELL student. The program identifies the course/s you are teaching and determines the category requirement you must satisfy. (See box

to the right.)

If a change of assignment places you in a higher category, your ESOL Plan of Study will be adjusted.

The timeline for training is based upon the date you were assigned your first ELL student (anniversary date) in the specific category.

To remain qualified (compliant)

to serve ELL students, you must sequentially follow the deadlines that are prescribed by your Plan of Study.

The District ESOL Office is responsible for identifying and notifying teachers of the need for training and/or ESOL certification. The District Certification/Endorsement/NCLB Office is responsible for monitoring and tracking for compliance.

Category 1—Primary English/ Language Arts courses (including Reading) REQUIRES ESOL ENDORSEMENT OR ESOL SUBJECT AREA

Category 2—Basic subjects: math, science, social studies and computer literacy REQUIRES TRAINING—60 IN-SERVICE POINTS

Category 3—All subjects other than named above REQUIRES TRAINING - 18 IN-SERVICE POINTS

ESOL AND THE STATE'S DIFFERENTIATED ACCOUNTABILITY PLAN

Florida was one of six states selected by the US Department of Education on July 1, 2008 to participate in a program which aligns and integrates Florida's "School Grading" Accountability System with Federal "NCLB" Accountability.

The Florida Plan, Differentiated Accountability, is structured so that support is focused progressively

for schools in need of improvement based upon school grades and AYP. Schools are identified on a Matrix which identifies specific interventions centered around nine areas. One of the areas, Educator Quality, requires that all teachers assigned to schools on the Matrix be highly qualified and certified in field.

As schools in our District are placed on the Matrix, those teachers who

are not highly qualified and/or have other certification related compliance issues will be more difficult to accommodate.



Depending upon your contract status, the consequences of non-compliance may be either displacement or termination.

CERTIFIED, QUALIFIED AND HIGHLY QUALIFIED



CERTIFIED

- All teachers must hold or be deemed eligible (by a Florida Statement of Status of Eligibility) to hold a valid Florida certificate for full-time teaching.

QUALIFIED

- Teachers must hold certificates covering subject/s required by Florida Course Code Directory (FCCD) for their teaching assignments.
- Teachers not appropriately certified according to (FCCD) must be approved by the Board to teach out-of-field and must comply with their Agreements to Earn or ESOL Plans of Study.
- Teachers entering the Polk County School system under temporary certification (in a teaching assignment which requires a bachelor's level subject area) are required to document a passing score on the requisite Florida Subject Area Test before being placed under contract and before being paid regular teacher's salary.

HIGHLY QUALIFIED

- Teachers assigned to core academic areas (English, Civics, Reading, Government, Language Arts, Economics, Math, Music, Drama, Art, Science, History, Foreign Languages and Geography) must demonstrate subject area competence according to Florida Department of Education Guidelines.

More Information:

<http://www.polk-fl.net/staff/employeeinfo/hrs/documents/CQHQ-Revised11-14-08.pdf>

STRATEGIES TO HELP YOU BALANCE YOUR JOB-RELATED CERTIFICATION/ NCLB REQUIREMENTS

- Create a personal certification folder and place pertinent information such as a copy of your most recent certificate along with other supporting documentation, i.e., *Agreement-to-Earn*, *ESOL Plan of Study*, transcripts, certificates of completion for job related training, etc.
- Determine your current status using the Certified, Qualified and Highly Qualified definitions above.
- Identify any deficiencies you must satisfy and the deadlines for completion.
- Prioritize the actions you need to take to meet each deadline.
- Plan in writing, the steps you need to take in order to meet each deadline.
- Meet with your principal or assistant principal to discuss your plan.
- Look for opportunities to complete coursework or in-service training at an accelerated pace.
- Use District resources to assist you.
- Let your principal know if you encounter a problem along the way.



Plan and take Action!