

## CHAPTER 6.00 - PERSONNEL

### Non-Certified Instructional Personnel

6.171

1. Introduction. In St. Johns County there are persons who possess expert skill in or knowledge of a particular subject or talent but do not hold a Florida teaching certificate. These persons are a valuable educational resource.
2. School Board Policy. Non-certified instructional personnel will not be used until a posting and reposting of the teaching vacancy has failed to yield qualified candidates. The policy can only be used to fill vacancies in programs designated by the Superintendent.
3. Procedure. In order to be considered for a position as a non-certified instructor, the applicant must:
  - a. Duly submit an application for employment.
  - b. Meet such educational requirements as the Superintendent may prescribe.
  - c. Have a minimum of six (6) documented years of experience in the field that will be taught.
  - d. Submit a minimum of ten (10) page/minute portfolio highlighting the applicant's accomplishments in the field that will be taught.
  - e. Preference will be given to those applicants who agree to take and pass the four (4) sections of the General Knowledge Exam in the first year of employment.
4. Additional Requirements. The following requirements shall apply:
  - a. Health and age. Health and age requirements shall be the same as those required for certified instructional personnel.
  - b. Employment procedures. Employment procedures shall be the same as those followed for certificated instructional personnel, except that non-certified instructional personnel shall not be entitled to a contract as prescribed by Rule 6A-1.604(1), F.A.C.
  - c. Salary. The Board will set salary for full-time and part-time non-certified instructional personnel.
  - d. Assignment, suspension, and dismissal. Procedures for the assignment, suspension, and dismissal of non-certificated

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instructional personnel shall be adopted and provided in writing to each such employee at the time of employment.

- e. Assessment of performance. Procedures for assessing the performance of duties and responsibilities by non-certificated instructional personnel shall be the same as for certified personnel.
  - f. Student Welfare and Instructional Responsibilities. Each non-certificated instructional person shall possess a clear understanding of applicable rules and policies relevant to student welfare and the employee's instructional responsibilities.
5. Designated Instructional Fields. The Superintendent may authorize the hiring of non-certified personnel in such fields as the Superintendent determines would be in the best interest of the District.

<b>STATUTORY AUTHORITY:</b>	<b>1001.41; 1001.42, F.S.</b>
<b>LAWS IMPLEMENTED:</b>	<b>1001.43; 1012.55, F.S.</b>
<b>STATE BOARD OF EDUCATION RULE:</b>	<b>6A-1.0502, F.A.C</b>
<b>HISTORY:</b>	<b>Adopted: 08/08/06 Revision Date(s): 10/08/13</b>