

## CHAPTER 6.00 - PERSONNEL

### Teaching Out-Of-Field

6.131

1. **Introduction.** The employment or assignment of an instructional employee to a position for which the employee does not have the proper certificate ("teaching out-of-field") may occur when a qualified and appropriately certificated teacher is not reasonably available, in the Superintendent's judgment.
2. **Requirements.** Any instructional employee who is employed or assigned out-of-field to a bachelor's level position, shall be required to satisfy the subject area exam or complete two courses toward the subject area and add the subject area to his or her teaching certificate by either the end of the academic year in which the assignment was made or one full semester, whichever occurs later. Any instructional employee who is employed or assigned out-of-field to a masters level position shall earn at least six (6) semester hours of college credit or equivalent per semester until the employee has earned their masters degree. During the first year of teaching out-of-field, the Human Resources Department may modify the time period or number of semester hours.
3. **Reporting.** The Human Resources Department shall report to the Superintendent any instructional employee who is assigned to teach a subject(s) for which the employee is not properly certificated. Such reports shall be filed at the beginning of each school year, or as assignments occur during the year, and shall include the following information: employee's name, school, and the out-of-field assignment. The parents of all students who the employee is assigned to teach out-of-field shall be notified in writing of such assignment. The assignments shall be approved by the School Board.

**STATUTORY AUTHORITY:**

**1001.41, 1012.23, F.S.**

**LAWS IMPLEMENTED:**

**1012.42, 1012.55, F.S.**

**HISTORY:**

**Adopted: 8/18/98**

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