

News4You

SJCSD Human Resources Department

April 8, 2020 Volume 5, Issue 6

Unprecedented Times– COVID –19

Who would have thought that the 2019-2020 school year would end with a pandemic across our nation? We started the year with Hurricane Dorian and end with a virus that has literally turned the face of education to online learning in just a week's time. As we continue to work through these uncertain and unprecedented times, we want to thank our teachers who have stepped from a brick and mortar building to embracing virtual platforms to keep our students engaged and learning, as we wait out the stay-at-home order from our Governor while practicing social distancing. We are truly grateful for the work our teachers are doing as they transform their instruction to be sure students' learning continues to be a priority. We commend our teachers for their collaborative spirit, working with their team and departments remotely, while supporting each other and their instructional practices. Thank you teachers for your strength, your commitment, for engaging and monitoring your students and their learning, and most of all, for your perseverance as we move forward in the weeks to come. Know that as a district, we are here to support you. The CAST members are available through email to assist you at any time. In addition, your ILC and Assistant Principals also serve as great resources for any questions you may have. This is a time we lean on each other to make the best of the situation. We know that we will all be better at what we do when we reach the other side of this pandemic. We stand ready to support you as we embark upon this new journey together.

Stay Safe and Be Well

As we work through the COVID-19 pandemic, we ask that all employees take measures to protect themselves and their families. Please be sure to check CDC guidelines found on <https://www.cdc.gov/coronavirus/2019-ncov/index.html> every few days for current updates.

Thanks to the Information Technology Department

Special thanks to the IT teams who have been working tirelessly over the past few weeks to assist getting computers in the hands of our students while we move to remote/online learning. To date, they have prepared over 5,000 computers. These computers were either picked up or dropped off via school bus to get them in the hands of our students. IT continues to work with key vendors to secure hotspots for students without internet access. Thank you teachers for your patience and for being sure these student are engaged until they can get connected.

This week IT continues to monitor the computer distribution and any future needs for computers.

Who's Who in HR? Human Resources Contact List

**Associate
Superintendent
for Human Resources*
Cathy Hutchins
547-7601

**Director for
Instructional Personnel*
Vacant

**Director for Non-
Instructional Personnel*
George Mastoridis
547-7532

**Asst. Director for Risk
Management*
Carol Thompson
547-7640

**Director for Salaries &
Benefits*
J Wynn
547-7604

**Director for
Applications &
Position Control*
Chris Williams-Ash
547-7596

**Director for
Professional
Development/Employee
Evaluations*
Melinda Bogart
547-7614

**Director of Leadership
Development*
Paula Steele
547-3982



Online Professional Development for Non-Instructional Employees

During this time when non-instructional employees are at home with pay and have access to a computer, this is a great time to view videos that have been recommended for different employee groups by their supervisors. These groups include school bus operators, bus attendants, paraprofessionals, and Extended Day personnel. The videos can be found on the district's Professional Development website. Inservice points can be given for time spent viewing the videos using the acknowledgement form found online. The videos/forms are located at: <https://www.stjohns.k12.fl.us/pd/>

Teacher Transfer MOU

Again this year we offered the opportunity for current teachers in our school district to apply for an early transfer (without a posting) to four (4) desired schools for the upcoming school year. There were 141 teachers who completed an early transfer request and remain eligible through June 30. If a teacher did not submit his/her name by the March 6 deadline for an early transfer list, they are eligible to apply through a posting. Principals will be interviewing interested candidates through April 17 and as vacancies occur at their schools through June 30. To date we have had 14 teachers transfer to new locations with anticipation there will be more through June 30th. There will be no internal transfers from July 1 - October 9 unless it is considered a promotion.

Best and Brightest Teacher and Principal Award

The Best and Brightest award program is going well. Currently we have approximately 75% of the eligibility forms returned from qualifying individuals. Instructional teachers and paraprofessionals are encouraged to visit the inside St. Johns website for information and for eligibility forms if they have not submitted. The eligibility form and teacher evaluations can be scanned and emailed, faxed, or sent interoffice mail to J Wynn, Benefits Department. The deadline is April 15, 2020 at 5 PM.

Emergency and Community Notification System for SJC

Would you like to receive emergency alerts from the St Johns County Emergency Management? This notification system is quick in providing critical information in a variety of situations, such as severe weather, unexpected road closures, water advisories, evacuations, and incidents that may threaten public safety. You will receive time-sensitive messages wherever you specify, such as to your home, email address, mobile phone, or through a text.

Here is how to register:

1. Visit sjcemergencymanagement.com and click on the logo displayed above that states "Alert St Johns".
2. Once on the page, click "Sign Up Here" and create an account. You will be redirected to a page to enter your contact information.
3. You may provide multiple contact numbers, as well as opt-in for severe weather alerts.
4. If you encounter any difficulty, please contact St. Johns County Emergency Management at 904-824-5550.

Content Certification Incentive Program (CCIP) For ESE Secondary Teachers

The CCIP was developed to expand the pool of secondary level subject area certified ESE teachers. The targeted group for this program is ESE teachers who hold a professional teaching certificate and are providing services in secondary level math and science content area classes. The program goal is to ensure students with disabilities are taught and/or supported by an ESE professional with strong content knowledge to further strengthen the likelihood of successful school completion.

The CCIP is designed to provide financial support to ESE certified teachers in Florida who add secondary math or science content area certification to their teaching certificate. Reimbursement is for subject area exams (up to \$200) and the cost of adding the content area to the teacher's certificate (\$75). Eligible subject area certifications include Biology (6-12), Chemistry (6-12), Earth/Space Science (6-12), Middle Grades General Science (5-9), Middle Grades Mathematics (5-9), Mathematics (6-12), and Physics (6-12).

This year the district has received a limited amount of money for reimbursements. The ESE teacher should have taken the subject area test and added the subject area to their teaching certificate within the last two years. Reimbursements will be made on a first come, first serve basis until the district's yearly allocation has been used. For an application, please contact Cathy.hutchins@stjohns.k12.fl.us. Deadline for submission is May 26, 2020. All other questions and a completed application can be directed to spdg@fgcu.edu.

Marathon Health

The Wellness Centers have implemented a “no walk-in” policy during this unprecedented medical event. They are now taking a telephonic coaching approach to prevent as many people from entering the health center, including behavioral health. However, Marathon is seeing acute patients as necessary. They are treating each patient as if they have the virus; using PPE and sanitizing often. The staff continues to provide services while keeping health safety as a priority.

Please note that Marathon has removed the ability to self schedule online so that patients have to call the health center to make an appointment. Marathon will triage over the phone to see if a face-to-face visit is necessary. Again, please do not come to the health centers or walk into the center to request an appointment. Instead, call the Nease center at 904-671-8337, Pedro at 904-794-4758 or the O’Connell Health Center at 904-671-8333.

Submit your Rx Refill Requests Online

You may submit refill requests through the Marathon eHealth Portal (my.marathon-health.com) for medications that were previously prescribed by your Marathon Health provider. To do this, log in, open the **My Health Record** tab at the top of the page, and select, “Medical History” in the drop-down menu that appears. Once a refill has been requested, the button becomes disabled and reads, “Refill Pending.” Please allow 48 hours for Marathon to contact your pharmacy. If you do not know your Marathon eHealth Portal login credentials, please utilize the “Forgot Username” and “Forgot Password” links on the landing page.

2020 HRA Program

While the health centers are currently not doing Health Risk Assessments (HRA’s) with employees, know that the Insurance Committee will reassess the due date so employees have ample time to meet the requirement. As a gentle reminder, currently any SJCS D employee on the medical plan, born in an EVEN year (ex. 1966, 1988, etc.) is required to do their HRA by November 15, 2020.

To complete the HHRA requirement, the employee must complete two (2) steps:

1. Complete the Health History and Risk Assessment (HHRA) at my.marathon-health.com
2. Schedule a Biometric Screening Appointment by calling one of the Marathon Health Wellness Centers.

More information will be shared in the future when the Marathon Health Wellness Centers reopen after the COVID-19 Pandemic event is over.

Teacher Recruitment

While we know we are under strict guidelines for events and social gatherings, we are still keeping the tentative teacher fair dates stated below. As the time nears, we will make a decision to move forward or postpone the event.

Any teacher interested in teaching in SJCS D can complete the survey found at:

[https://
www.stjohns.k12.fl.us/
recruitment/jobfairs/](https://www.stjohns.k12.fl.us/recruitment/jobfairs/)

Tentative Teacher Recruitment Fair

(PreK-12)

June 15, 2020

Nease High School

1-4 PM

Tentative

Job Fair for all Positions

July 21, 2020

Nease High School

1-4 PM

Attendance Incentive

During the 2019-20 school year there was a MOU between the St. Johns County School District and St. Johns Education Association to reduce the number of teacher absences while positively affecting student performance. Research shows, that teachers in the classroom with few absences impacts student achievement. Instructional employees had the opportunity to earn \$1,000 between August 2, 2019 and May 28, 2020.

During the first semester, teachers had the opportunity to earn up to \$400 for not using up to four days collectively for the months of August, September, October and November. During the second semester instructional teachers have the opportunity to earn up to \$600.

While our school setting changed from brick and mortar to virtual learning, we applaud teachers for their honest and truthfulness to submit leave when they know they have appointments or have to take a day due to a commitment. The incentive program will continue even though teachers are teaching remotely. Again we thank the teachers who have communicated to their school when they have to be out. Incentive payment for the last half of the year will be paid to teachers in the last summer paycheck.

Five Things You Should Do or Say Every Day

You may have heard the saying... “At the end of the day people won’t remember what you said or did, but they will remember how you made them feel!” by Maya Angelou.

Keeping this in mind is even more important now. Even though our school days look different, there are five things that we should say and do that will positively impact students.

While we are not seeing our students daily, we still can practice some good measures when conversing with them virtually.

They include: saying “good morning” and “saying goodbye”, checking for student comprehension/understanding, obtaining student feedback, sharing the importance/significance of tasks, and providing praise/encouragement.

These five elements help you establish a positive and healthy rapport, model a caring attitude and approach for others, value an individual’s needs, and clearly articulate the value of life-long learning and gaining knowledge.

Remember to infuse these five elements in all that you do for students, and they will certainly remember how important you made them feel too!

IMPORTANT!

Emergency Contact Information

Is your emergency contact information up to date? Do you know where to go to put in this information?

Employee online is available through Business Plus. This allows you to keep track of job-related information, your home address, emergency contact information, pay information, job information, and benefit information.

A how-to guide is available to all employees to help them through the steps to update emergency contacts. Check on the “Inside” SJCSJ page. You will see in the upper left hand corner, “Adding Your Emergency Contacts” in BusinessPlus. This how-to guide will assist you in adding and deleting emergency contact information.

Thank you for updating your contacts so they are on file. This is so important so we know who to contact on your behalf if there was ever an incident with an employee when we needed to contact a family member. Thank you for checking and updating this information.

2019-2020 Employee Evaluations

Instructional Personnel

With the 2019-2020 statewide assessments having been cancelled, this impacts the ability to calculate Florida's Value-Added Model (VAM) as well as provide statewide data that many districts use to calculate the student performance component for annual teacher evaluations. Due to the timing of the COVID-19 pandemic, teacher observations were not able to be completed as planned. As a result, annual evaluations required under section 1012.34, F.S. are waived for the 2019-2020 school year. School administration will be finalizing each teacher's instructional score in iObservation. The district will print a copy of the incomplete teacher evaluation with a statement stating the evaluation was waived for the 2019-20 school year due to COVID-19. Teachers will not sign the evaluation as they have been canceled for the current school year.

Non-Instructional Personnel

School administration is currently working on non-instructional personnel's evaluations. A copy of the St. Johns County Schools Support Personnel Evaluation will be sent to the employee to review with the evaluator. Arrangements will be made between the employee and the evaluator how to best review his/her evaluation. The written evaluation will be mailed to the employee to review, sign and return to the school on or before May 7.

AMC Evaluations

These will be conducted as usual and will be completed by June 29 with the employee's supervisor.

Paycheck Selection

Do you want 20 or 24 paychecks in the 2020-21 school year? Remember to go to Employee Online in BusinessPlus and select the number of checks you want to receive. When you open the paycheck selection window, it tells you what you are currently receiving.

Click the bubble to select 20 or 24 paychecks. Remember to click on "Save" at the bottom right corner of the screen to save your changes. ALL employees need to take this step to assure they receive the number of checks desired. The deadline is May 15. Changes will not be accepted after the designated date.

Employee Assistance Program

A part of the wellness program for the employees of the St. Johns County School District (SJCS) is the Employee Assistance Program (EAP). The EAP can provide the help that is needed to get through tough times. This is a voluntary and confidential counseling service. All services are designed to help maintain emotional well-being and assist with coping with the stress of everyday life. Employees of the school district are eligible for three free visits per year. If additional counseling is needed, employees can continue services using their available insurance within the coverage limitations of the specific plan. To make use of this offer, please contact Dr. Vanessa Townsend & Associates, Inc. at (904) 797-2705 to schedule an appointment.

New Clinical Educator Training (CET)

The Florida Department of Education has updated the requirements for Clinical Educator and Mentor training as it relates to 1012.56(8) (a), F.S. and 1004.04 (5), F.S.

Starting in August 2021, any teacher wishing to be placed in the role of a school-based mentor or to mentor (supervise) a college practicum and intern student must have completed the updated training.

The state is approving each District's plan individually. Teachers MUST participate in the SJCS training in order to qualify.

The CET training consists of two face-to-face sessions and completion of five online modules. There are monthly follow up sessions scheduled on early release Wednesdays.

We want to encourage our teachers to sign up for one of the upcoming sessions by visiting <http://www.stjohns.k12.fl.us/pd/clinical-educator-training/>

Our next session is Friday, May 29 and Friday June 5.

Pending where we are with the COVID-19 pandemic event, we do have plans to conduct this training virtually, if needed. Please note that this particular session only will pay teachers the recommended rate of \$20.00 an hour. We will be accepting as many teachers that are willing to take this valuable training and to be considered a mentor.

Teacher Certification

Each year we have a number of teachers who are non-reappointed for certification. We want to encourage teachers to keep up with the requirements of their certificate including ESOL requirements and when placed out of field, especially if it was part of your hiring agreement. ESOL endorsement classes are offered free to SJCSD teachers throughout the school year.

Teacher Certification Renewals

We are starting to process renewals for teachers whose certification will expire in 2020. Please contact your certification employee specialist with any questions. Renewals are done through your specialist, listed below.

Jenna Poirier- 547-7538 Angela Piet- 547-7746

Eunice Lopez-547-7511

Teacher Certifications Renewals

Our school district's Employee Specialists are working closely with the Florida Department of Education to address the issues facing the state as the COVID-19 pandemic continues to evolve. We wanted to pass along information we are able to share at this time regarding certificate extensions and exam fees.

At this time, Temporary and Professional Certificates scheduled to expire on June 30, 2020 are extended and remain valid until July 31, 2020. DOE is in the process of making this update in the educator certification system, and it should be reflected on the applicable educators' certificates in the coming weeks. Contact your employee specialist with what steps you need to take if your certificate expires in June, 2020.

Teacher Certification Exam Status

Effective April 1, 2020 through July 31, 2020, Florida Teacher Certification Examinations (FTCE) candidates may register for FTCE exams free of charge. This offer applies to all examinations provided for in State Board Rule 6A – 4.0021, Florida Administrative Code. Vouchers will remain valid for up to one year from the date of registration. However, test site availability through April 16, 2020 is currently limited due to COVID-19.

As testing sites open, Florida examinees will be scheduled for testing on a first-come, first-served basis. Beginning April 1, 2020, you may visit <http://www.fl.nesinc.com/> to register for free examinations through midnight, July 31, 2020. Please note that any FTCE registrations made prior to April 1, 2020 are subject to current fees; however, examinees who have paid these fees may cancel registrations up to 24 hours prior to their scheduled test time and receive a full refund. **The voucher code to register for free exams is FTCESpring2020.**



Hurricane Dorian Forms

Please be sure to hand in your Hurricane Dorian make-up time sheets to your school's secretary. All make up time is to be completed by April 30, 2020.

Lead Teacher Money

Receipts for Classroom Supply/Lead Teacher may now be uploaded for the 2019-2020 school year. Directions can be found on the Business Plus announcement page down at the bottom of the webpage. All receipts need to be uploaded by April 30. Failure to upload receipts will result in the amount taken out of your summer checks. Be sure to upload your receipts today.

Florida Retirement System Webinars

Webinars are free and online. Visit <https://www.myfrs.com/Workshop.htm> for more information on topics and availability. Plan for your tomorrow.

Summer Science Training Offering

The University of Florida is currently planning to still offer the programs listed below that occur in UF's Summer B. If this changes in accordance with UF guidelines, updates will be posted on the UF website, and educators who submitted an application/registration will be notified.

Summer Science Institute (SSI)

3D Vertebrates, From Museum Shelves to Classrooms: July 6—July 10, 2020 on-campus housing and some meals provided; stipend upon successful completion

<https://www.cpet.ufl.edu/teachers/summer-programs/summer-science-institute/ssi-program-information/>

Application: http://bit.ly/2020_3Dvert

Application review begins April 15

The 2020 SSI 3D Vertebrates explores the biology of vertebrate animals and provides opportunities to learn about anatomy, function, and evolution while working with the scientific collections of the Florida Museum of Natural History to see rare specimens of both living and extinct species. Using three-dimensional imaging as part of the openVertebrate project (or oVert), participants will work with digital specimens that can be viewed in the classroom, digitally dissected, 3D-printed, and more! Participants will work in groups with a scientist to generate a learning module for classroom implementation during the 2020/2021 school year upon which a stipend will be awarded.

Summer Science Short Courses

Coastal and Environmental Engineering: July 17, 2020; Astronomy: July 24, 2020. Assistance with hotel and some meals provided; Mini-grants upon successful completion

<https://www.cpet.ufl.edu/teachers/summer-programs/summer-science-institute/ssi-program-information/>

Application: <http://bit.ly/2020Short>

Application review begins April 15

The 2020 Summer Science Shorts are one-day immersion courses in different focus areas. On Friday, July 17, explore coastal and environmental engineering to consider the impact of severe weather events on our fragile coastlines. Friday, July 24 will explore the skies with an in-depth look at astronomy. Educators can choose to attend one or both. University support and additional resources including mini-grants are available for educators to develop and implement learning modules to translate the UF experience back to the classroom.

Become a School Counselor

Have you ever considered becoming a School Counselor? School counselors are in demand throughout the state of Florida. You can help fill the growing need by taking the next step towards continuing your education.

Webster University is excited to announce a new emphasis in School Counseling specialization for grades K-12 for the Master of Arts in Counseling. This emphasis is designed for individuals wishing to work as mental health professionals in the school system. Classes will be offered at convenient times and locations for those residing in the St. Johns and Jacksonville area. The best part is that you can complete the program in as little as two and a half years with exposure to a wide variety of school populations.

Applications are accepted year-round with starting points in August and January. For more information visit us at www.webster.edu/jacksonville.

Florida Tobacco Course for teachers

Are you looking for a few extra inservice points? Florida certified teachers and school counselors are eligible to take an online professional distance-learning course at no cost. Participants can earn 30 or 60 professional development certificate renewal points. Registration is open through Monday, April 24, 2020. The course is accessible 24/7 and must be completed by May 22, 2020. Registration can be accessed at www.tobaccopreventiontraining.org

For Nurses: 20 CEU Course

Florida Tobacco Prevention training for Nurses @ www.tobaccopreventiontraining.org

20 CEU course

Sponsored by FLOH

No Cost to Nurses

Open 24/7

Registration ends on April 24, 2020

Must be completed with course by June 4, 2020.

Kudos and Thanks to our Mentor Teachers

We want to send a shout out to mentor teachers who currently have an intern. Your commitment to helping these students get the hours they need to graduate is beyond reproach and is truly appreciated. It is without reservation that student interns are learning and growing from this experience and learning how important it is to be flexible and to make adjustments to best help students to continue to achieve regardless of the situation we are in.

Kudos to you and thank you!

Employees' Use of Social Networking

As we begin a new year, it is important that all SJCSO employees are aware of the SJCSO Social Networking Board Rule.

District employees are expected to be professional, civil, and appropriate in all their communications with students, parents, fellow employees and the public, including in their electronic and on-line communications. Any posting that is available and publicly accessible that can be viewed by District students, parents or the general public is considered public. This rule guides employees so they are aware that they are not to publish on social networking websites or other publicly accessible electronic media material that is unprofessional or unbecoming of a District employee, including:

- Material that is unlawful or unethical within the Florida Code of Ethics.
- Slanderous, false or defamatory Material.
- Obscene, vulgar or sexually suggestive Material.
- Material that encourages or celebrates substance abuse.
- Material that promotes or incites violence.
- Material that is contrary to the pillars of Character Counts!
- Material that foreseeably could impair the employee's effectiveness in the performance of his or her duties.
- Material that is unsuitable for school-aged children to view or read.
- Material that otherwise could hold the employee or the District up to ridicule or otherwise could foreseeable could disrupt the educational process.

School Board Rule 6.84, Employee's Use of Social Networking Websites, informs employees that displaying material in violation of this rule will be cause for disciplinary action including dismissal. The purpose of this rule is to protect the reputation of the school district and its employees; to assure the continued effectiveness of District employees in the performance of their duties; and to prevent disruption of the educational process.

All SJCSO employees are held to the highest standard. Remember, as an employee, you represent not only yourself but the other 5,298 employees in our District through your actions and words. Thank you for demonstrating good character and choices as a representative of our great school District and the employees who take pride in their work for all the right reasons.... our students.

Human Resources Mission

The Human Resources Department will attract, recruit, support, and retain a highly effective and diverse workforce so every student, everyday, is provided the finest educational experience to succeed.

Upcoming Break

Friday, April 10 and
Monday, April 13.
These are school
holidays.



Happy Easter

In light of the COVID-19 Pandemic, we ask that you keep you and your family safe by staying home and practicing the guidelines set by the CDC. Please keep safe and be well.



READING ENDORSEMENT



***Have you been hearing rumors about needing the Reading Endorsement?
Not sure if it really pertains to you?***

Here's a basic overview of the updated legislation:

What is the Reading Endorsement?

- The Reading Endorsement is a designation on your Florida Teaching Certificate that highly qualifies you to serve the needs of struggling readers and to teach courses specific to reading
- The Reading Endorsement is comprised of five (5) courses, or Competencies:
 - Reading Competency 1: Foundations of Reading Instruction
 - Reading Competency 2: Application of Research-Based Instructional Practices
 - Reading Competency 3: Foundations of Assessment
 - Reading Competency 4: Foundations and Applications of Differentiated Instruction
 - Reading Competency 5: Demonstration of Accomplishment
- Each course is aligned to the standards, or Indicators, set forth by the FLDOE which may be viewed at: <http://www.fl DOE.org/academics/standards/just-read-fl/reading-endorsement.shtml>
- Each course is equivalent to a 3-credit college level course and earns 60 inservice hours totaling 300 hours for the entire endorsement
- Inservice Points earned for the Reading Endorsement may be banked to be used for future Florida Certification Renewals
- Reading Endorsement does NOT transfer between states**

Who Needs the Reading Endorsement?

The FLDOE has identified two levels of reading intervention that might take place in K-12 classrooms. Courses where these interventions take place are either coded A if a basic level reading intervention is provided for the student(s) within the course; or B if intensive reading interventions are provided for the student(s) within the course.

Any teacher who is providing the intensive intervention to students in a course tagged B must be reading certified or endorsed.

You may refer to the SJCS D Comprehensive Reading Plan to learn more about the tiers of reading interventions at :

<http://www.fl DOE.org/academics/standards/just-read-fl/1920-readingplan.shtml>



READING ENDORSEMENT



... Continued

What's the difference between Reading Endorsement and Reading Certification?

Reading Endorsement, as described on the previous page, is achieved in one of two ways:

- Complete all five Competencies and then pay a one time fee of \$75 to add the Endorsement to your Florida Teaching Certificate
- Pay for, take, and pass the Florida Reading Certification Exam; present the passing score to both the Certification and the Professional Development Departments; pay the one time fee of \$75 to add the Endorsement to your Florida Teaching Certificate

Reading Certification is acquired through the following steps:

1. Complete a Masters Degree in Reading
2. Pay for, take, and pass the Florida Reading Certification Exam
3. Pay \$75 to add the Reading Certification to your Florida Teaching Certificate

****This Certification must be renewed every five years**

How can I acquire the Reading Endorsement?

The five courses needed for the Reading Endorsement are offered for free for all SJCS D Teachers. The courses are offered every 8-9 weeks throughout the school year and are completed via the Online Learning Center on the Moodle platform.

The schedule is posted on the PD webpage: <http://www.stjohns.k12.fl.us/pd/>

Current SJCS D Teachers may register for one course per session for free!

Courses may also be taken **at the expense of the individual** through NEFEC.org, Beacon Educator Online, The Schulz Center in Jacksonville, or through most Florida Colleges and Universities. Certificates of Completion must be submitted to the SJCS D Professional Development Department to transfer these credits onto your transcript.

****Please Note: If you attended a Florida College or University after 2006, you MAY have taken one or more courses that count towards the Reading Endorsement. Transcripts should have a statement to this effect. If you are unsure if your transcript includes courses that count, but you feel that you took courses that align to those listed on the previous page, please contact the Professional Development Department.**

Please visit the PD webpage at: <http://www.stjohns.k12.fl.us/pd/>

For current employees, the PD calendar is located at: <https://inside.stjohns.k12.fl.us/pd/>



You must register in BusinessPlus for any professional development opportunities before the start date to ensure attendance and that you receive pertinent information from the facilitator(s). You must also complete the evaluation in BusinessPlus after the session in order to receive credit.



READING ENDORSEMENT *continued* . . .



Have you already started your Reading Endorsement in another Florida District, or do you believe you took courses that align to the Endorsement Competencies in College?

Instructions for Transferring Credit From Another Florida School District

- Contact the Professional Development Department of the Florida School District where you were previously employed
- Request a PD Transcript Transfer to be sent to: [Valerie Etienne-Leveille](#) or [Melinda Bogart](#) in the SJCS District Professional Development and Evaluations Department
- We can transfer any credits that have been Banked by the prior District or that were earned within your current certification validity period

Instructions for Requesting Endorsement Course Credit for College Courses

- Check your Florida College Transcript. If you have a statement that includes any verbiage related to Reading Competencies or Endorsement being included in your final degree work, we can add the specified courses to your PD Transcript
- No message, but still think you have courses that align?
 - Review the Five Reading Competencies
 - Review your course descriptions
 - Identify the course(s) on your transcript and the Reading Competency(ies) to which you believe it aligns
 - Send the transcript noting the course(s) and Competencies, along with the course description to: [Terese Figliuolo](#) in Human resources.
 - The information will be reviewed and you will be notified if the course(s) qualify and the information will be added to your PD Transcript

Don't have time to take five courses?

Teachers now have the option of taking and passing the Florida Reading (K-12) Certification Subject Area Exam **at their own expense** and converting the passing score to the Reading Endorsement.

1. Register for the Exam at: <http://www.fl.nesinc.com/tests.asp>
2. Take the test
3. Receive a passing score
4. Send Score report to [Terese Figliuolo](#) in Human resources.

****Please Note– Only those with a Master's Degree in Reading can become Reading Certified in Florida. Without the Master's in Reading, taking and passing the Reading Subject Area Examination can ONLY be converted to the Reading Endorsement.****



Clinical Educator Training UPDATE

Clinical Educator Training in Florida has CHANGED!

The Florida Department of Education has updated the requirements for Clinical Educator and Mentor training as it relates to 1012.56(8)(a), F.S and 1004.04(5), F.S.

Starting in August 2021, any teacher wishing to be placed in a role of a school-based mentor or to mentor (supervise) a college practicum or intern student **must have completed the updated training**.

The new training is far more involved than the previous Clinical Educator Training and now covers training in:

- Skill One: Growth Mindset
- Skill Two: Content Planning Conferences
- Skill Three: Observers and Diagnosticians
- Skill Four: Targeted Feedback
- Skill Five: The Mentor

All five skills are introduced and assessed through a series of activities provided in two days of face-to-face training and the completion of five online modules.

There will be multiple opportunities to participate in this training prior to the deadline of August 2021:

May 29 and June 5, 2020 from 8:00am-3:30pm @ Fullerwood Training Center (paid training)

July 20 and July 27, 2020 from 8:00am-3:30pm @ Fullerwood Training Center

Fall 2020 @ TBD

Winter 2021 @ TBD

Summer 2021 @ TBD

Interested teachers will complete an application for the session they wish to attend. Each session includes two days of face-to-face training.

Applications are live on the PD Webpage at : <http://www.stjohns.k12.fl.us/pd/>

For more information or Contact:

For any Professional Development Questions, Comments, Feedback, please contact:

Melinda Bogart or Valerie Etienne-Leveille

Melinda.Bogart@stjohns.k12.fl.us

904-547-7614

Valerie.Etienne-Leveille@stjohns.k12.fl.us

904-547-7700

Please visit the PD webpage at: <http://www.stjohns.k12.fl.us/pd/>

For current employees, the PD calendar is located at: <https://inside.stjohns.k12.fl.us/pd/>

Melinda Bogart

Director of Professional Development
and Evaluations

Melinda.Bogart@stjohns.k12.fl.us



Valerie Etienne-Leveille

Administrator on Assignment with
PD and Evaluations

Valerie.Etienne-Leveille@stjohns.k12.fl.us

904-547-7700

Receiving Inservice Credit

Opportunities Offered through the District / School:

Check for opportunities on the PD
Webpage, in BusinessPlus, or on the PD
Calendar!

1. Register in Sungard/BusinessPlus PRIOR to the date of the event
2. Sign in at the event
3. Complete the Evaluation



Conferences, Workshops, or Webinars sanctioned by outside organizations:

**(1) Evidence of Registration, (2)
Copy of the Agenda with times, (3)
Official Certificate with participant's
name and date(s) of the event.*

*†Inservice points are earned for train-
ings. Points may not be earned for
meetings nor for commissioned
work. (e.g., AP Reading is commis-
sioned work.)*

1. Attend the event
2. Complete a Learning Log (see Forms on the PD webpage)
3. Attach all supporting documents*†
4. Submit Log and Documents to:

Valerie Etienne-Leveille

Professional Development and Evaluations

40 Orange Street, St. Augustine, FL 32084

College Courses:

**(1) Evidence of Registration, (2)
Copy of Transcript showing credits
earned/dates, (3) Course Description
with as much detail as possible of the
learning targets from the course.*

*†Courses must be related to the field
of education.*

1. Complete the course
2. Gather the transcript and course description
***Please note that courses requests for ESOL or Reading endorsement MUST align to the state indicators.. The more detail you can send, the better chance you have of re-*
3. Attach and Submit all supporting documents*† to:

Valerie Etienne-Leveille

Professional Development and Evaluations

40 Orange Street, St. Augustine, FL 32084

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 **New Learning Opportunities Available!**

Visit the Professional Development and Evaluations Web Page!

www.stjohns.k12.fl.us/pd

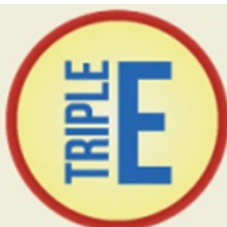


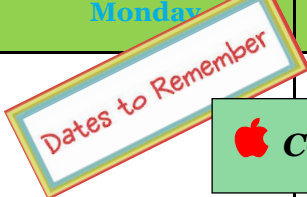




**Teacher Resources
for Virtual Instruction!**

Opportunities for Non-Instructional Employees!

SWD Point Opportunities

**EMPOWERING
EXCELLENCE
IN EDUCATORS**



Monday	Tuesday	Wednesday	Thursday	Friday
	 COVID-19 PANDEMIC INSTRUCTIONAL EVALUATION			
	 Teacher feedback in iObservation will be finalized with current data only			
	 No Student Data Scores will be generated for the 19-20 SY			
	 Teachers will NOT receive a SUMMATIVE EVALUATION for the 19-20 SY; however, they will receive a form with the summary of their teacher observable score from iObservation based upon the available data			

Don't forget, you may access EEE resources and information on the website @

<https://inside.stjohns.k12.fl.us/triple-e/>

**Use your windows login credentials*

For any Professional Development and Evaluations Questions, Comments, Feedback, please contact:

Melinda Bogart or Valerie Etienne-Leveille

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