

4003.1

FULL-TIME INSTRUCTIONAL PERSONNEL ASSIGNED TO TEACH CAREER AND TECHNICAL EDUCATION PROGRAMS AND COURSES REQUIRING RELATED OCCUPATIONAL EXPERIENCE RATHER THAN A COLLEGE DEGREE

THE SCHOOL BOARD DEFINES BROWARD COUNTY FULL-TIME CERTIFIED CAREER AND TECHNICAL EDUCATION INSTRUCTIONAL PERSONNEL AS THOSE STAFF MEMBERS WHOSE QUALIFICATIONS ARE ESTABLISHED ON THE BASIS OF OCCUPATIONAL EXPERTISE IN AREAS TO INCLUDE AGRISCIENCE AND NATURAL RESOURCES EDUCATION, BUSINESS TECHNOLOGY EDUCATION, HEALTH SCIENCE EDUCATION, FAMILY AND CONSUMER SCIENCES EDUCATION, INDUSTRIAL EDUCATION, MARKETING EDUCATION, AND PUBLIC SERVICE EDUCATION AND WHO ARE ASSIGNED TO TEACH ONLY CAREER AND TECHNICAL EDUCATION PROGRAMS AND COURSES WHEN THE COURSE CODE DIRECTORY SPECIFIES CAREER AND TECHNICAL EDUCATION INSTRUCTORS WITHOUT DEGREES AS APPROPRIATE. THE SCHOOL BOARD AUTHORIZES THE EMPLOYMENT OF BROWARD COUNTY CERTIFIED PERSONNEL TO TEACH FULL-TIME IN CAREER AND TECHNICAL EDUCATION PROGRAMS AND COURSES THAT DO NOT REQUIRE A DEGREE TO COMPLY WITH *FLORIDA STATUTE (FS) 1012.39*

CLASSIFICATION: INSTRUCTIONAL PERSONNEL

Authority: FS 1012.39
Policy Adopted: 4/23/91

Policy Amended: 9/15/98
6/18/02
10/7/03
12/9/08

RULES

1. The Superintendent or designee shall ensure that each full-time career and technical education instructional candidate meets minimum requirements for employment and shall maintain records of such information in the candidate's official personnel file.
2. To be eligible for a full-time career and technical education instructional position, the candidate shall meet the requirements in Rule 2, Sections A, B and C.
 - A. Hold at least a high school diploma or the equivalent based on general education development tests or other achievement tests approved by the State Board, which establishes the equivalency for a high school diploma.
 - B. Establish occupational expertise in the assigned instructional area through one of the two plans specified in Rule 2, Section B and document the requirements as described in Rule 2, Section C.
 - (1) Plan One: Document a minimum of six (6) years of full-time occupational experience or the equivalent in part-time experience in the field of the instructional assignment and

when occupational accreditation is required for program approval or for students to obtain an appropriate level of employment, the applicant shall have the appropriate valid certificate, registration, or license; or

- (2) Plan Two: Document a minimum of two (2) years of full-time occupational experience or the equivalent in part-time experience in the field of the instructional assignment in combination with one of the options listed below:
 - (a) A bachelor's degree or higher. The degree shall be from an accredited institution, as specified in Florida Administrative Code (FAC), Rule 6A-4.003, and shall be related to the instructional assignment; or
 - (b) Sixty (60) semester hours of college credit. The college credits shall be from an accredited institution, as specified in FAC Rule 6A-4.003, and shall include thirty-six (36) semester hours in skills or theory courses related to the instructional assignment; or
 - (c) A valid certificate, registration, or license, issued by an accredited state or national agency in an area specific to the instructional assignment. When occupational accreditation is required for program approval or for students to obtain an appropriate level of employment, the applicant shall have the appropriate valid certificate, registration, or license; or
 - (d) A certificate of completion of an apprenticeship, as established by the United States Department of Labor, or any state apprenticeship department which is specific to the area of instructional assignment; or
 - (e) A certificate of completion of a career and technical education program, specific to the area of instructional assignment, from a State Board approved postsecondary technical institution; or
 - (f) Thirty (30) semester hours of college credit. College credit shall be earned by passing occupational competency tests in the area of instructional assignment at an institution which is approved by the State Board for Career and Technical Education; or
 - (g) A written verification of the candidate's occupational competency and an interview by the specific Broward County occupational advisory committee. The verification of occupational competency shall be signed by the chairperson of the Broward County occupational advisory committee specific to the area of instructional assignment. The verification shall include a listing of all current advisory committee members and indicate that the majority of members attending the meeting endorsed the candidate.

- C. Establish recency of occupational experience as follows:
- (1) Occupational experience shall be gained as a wage earner after the age of sixteen (16).
 - (2) Occupational experience shall be verified by former employers; or for self-employment, experience in a family-owned business, or experience at a firm no longer conducting business, the experience shall be verified by an individual knowledgeable of the applicant's employment. Employment verification shall not be accepted from the applicant or the applicant's family members. Occupational verification shall be documented on the School Board of Broward County Employer Verification of Non-Teaching Related Work Experience Credit form, which shall be notarized.
 - (3) Recency of experience or training shall be required in the occupational field of the instructional assignment as follows:
 - (a) At least one (1) year of experience in a position related to the instructional assignment within the five (5) year period immediately preceding the date of the most recent application; or
 - (b) At least three (3) semester hours of college credit earned within the five (5) year period immediately preceding the date of the most recent application. The college credit shall be earned at an accredited institution as specified in FAC Rule 6A-4.003, and shall be completed in skills or theory courses related to the area of instructional assignment; or
 - (c) Completion of an apprenticeship program as described in Rule 2, section B, part (2) (d) above within the five (5) year period immediately preceding the date of the most recent application; or
 - (d) One (1) year of full-time teaching experience in the program area of instructional assignment during the five (5) year period immediately preceding the date of the most recent application; or
 - (e) Written verification of the candidate's occupational competency and a recommendation by the specific Broward County occupational advisory committee as stated in Rule 2. Section B, part (2) (g) above.
3. Application and Selection Procedures: The application procedures for full-time career and technical education instructional personnel are specified in the Personnel Department Procedure Handbook in accordance with School Board policy. All applicants shall meet eligibility requirements for an educator certificate appropriate to the position.
4. Employment Vacancies: Employment opportunities shall be the same for alternatively certified teachers as for other full-time instructional personnel in accordance with School Board policy.

5. Terms of Initial Employment and Continued Employment:
- A. Initial Employment - A Broward County Temporary Educator Certificate shall be issued to career and technical education instructional personnel in accordance with School Board policy at the time of hire.
 - B. Continued Employment - Contingent on the conditions specified below:
 - (1) A Broward County Temporary Educator Certificate shall be issued to career and technical education instructional personnel when the requirements specified below have been met.
 - (a) Three (3) years of successful, uninterrupted, full-time teaching in the area for which occupational expertise was established.
 - (b) Completion of the Attaining Competence Teaching In Vocational Education (ACTIVE) program, consisting of twelve (12) semester hours of college credit and required Broward County staff development activities, in accordance with FS 1012.39 (1) (c) 2. d., as specified below.
 - 1. Three (3) semester hours of college credit in Instructional Strategies and Evaluation in Vocational and Technical Education or the equivalent; and
 - 2. Three (3) semester hours of college credit in Vocational Education Lab Management and Safety or the equivalent; and
 - 3. Three (3) semester hours of college credit in Course Planning in Vocational Education or the equivalent; and
 - 4. Three (3) semester hours of college credit in Introduction to Vocational Special Needs Education or the equivalent;
 - 5. Broward County staff development activity entitled, *Child Abuse and Neglect*; and
 - 6. Broward County staff development activity entitled, *Issues and Strategies Teaching LEP Students*; and
 - 7. New Educator Support System (NESS) and/or the Induction Program, designed specifically for secondary career and technical education teachers.
 - (2) The Broward County ACTIVE Committee, appointed by the Superintendent or designee, shall verify completion of the ACTIVE program. Upon completion, the ACTIVE Committee shall submit a written recommendation to Broward County's Certification Department for issuance of a Broward Professional Educator Certificate.
 - C. To maintain a valid educator certificate, one of the following renewal requirements shall be met: Completion of a minimum of six (6) semester hours of college credit or 120 Broward County approved inservice points, or a combination of both credits and inservice points by the expiration date indicated on the professional educator certificate.

6. Salary and Benefits:

- A. Salary: Broward County certified full-time career and technical education instructional personnel earn the same salary and incentives as state certified instructional personnel with corresponding contractual status, years of service, and levels of training as described below:
 - (1) Occupational expertise that establishes eligibility for employment is equivalent to a bachelor's degree level of training for the purpose of the salary schedule.
 - (2) Occupational expertise that establishes eligibility for employment and the Advanced Vocational Certificate (AVC) shall be considered equivalent to a master's degree level of training for the purpose of the salary schedule and incentives. The AVC program shall be a thirty-six (36) semester hour college program, submitted by the applicant, approved by the ACTIVE Committee and completed at an accredited institution. The AVC shall consist of eighteen (18) semester hours of graduate level college credit in career and technical education and educational leadership courses, and eighteen (18) semester hours of college credit in general education courses.
 - (3) The ACTIVE Committee approves Advanced Vocational Certificate (AVC) program plans and shall verify completion of the AVC program. Upon completion of the AVC program, the ACTIVE Committee shall submit a written notification to Broward County's Certification Department.
- B. Benefits: Broward County certified career and technical education instructional personnel shall be a member of the bargaining unit and shall be accorded the same rights and protection as state certified School Board of Broward County instructional personnel.

7. Terminations:

- A. Resignations: Broward County career and technical instructional personnel shall adhere to the resignation policy established by the School Board for all instructional personnel.
- B. Suspension/Dismissal: Broward County career and technical education instructional personnel may be suspended or dismissed at any time pursuant to the provisions set forth by the School Board.
- C. Discontinuation of Positions: Broward County career and technical education instructional personnel shall be governed by School Board policy established for state certified instructional personnel if positions are discontinued. Should it be necessary for the Board to choose from among state certified and Broward County certified instructional personnel, the Broward County certified instructional personnel shall have the same rights and privileges as the state certified instructional personnel.