

# EMPLOYMENT OF NON-DEGREED CAREER EDUCATION AND ADULT EDUCATION TEACHERS



**NON-DEGREED FULL-TIME INSTRUCTORS  
NON-DEGREED PART-TIME INSTRUCTORS  
ADULT EDUCATION PART-TIME INSTRUCTORS**



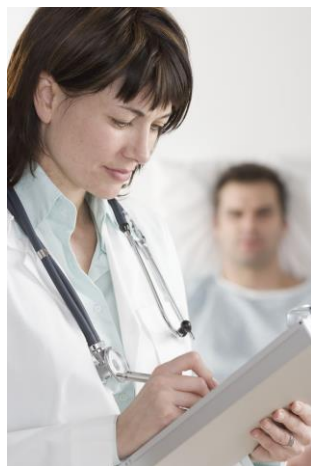
# THE SCHOOL BOARD OF NASSAU COUNTY

*Board Approved November 10, 2016*

# The School Board of Nassau County Handbook for the Employment of Non-Degreed, Career Education and Adult Education Teachers

In accordance with Florida Statute Section 1012.32, 1012.39, 1012.55, 1012.56 and 1012.57, the Nassau County School Board is authorized to contract and/or employ teachers as non-degreed full-time and/or part time career education program instructional staff and full-time and/or part-time adult education instructional staff.

To be eligible for appointment to a full-time or part-time instructional position in a non-degreed career education program in the Nassau County School District, the applicant must meet the applicable requirements as outlined in the information that follows.



<b>Job Title:</b>	<b>Non-degreed Full-time Career Education Instructional Personnel</b>
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The School Board defines non-degreed career education instructional personnel as those staff members whose qualifications are established on the basis of occupational expertise in areas of Career Education and who are assigned to teach only career education courses when the Course Code Directory specifies non-degreed career education instructors as appropriate.

The School Board authorizes the employment of noncertificated personnel to teach full-time in non-degreed career education programs to comply with Section 1012.39, Florida Statutes.

<b>Classification:</b>	<b>Instructional Personnel</b>
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**(1) Basic Qualifications:**

The district superintendent or designee shall insure that each candidate for employment in a non-degreed, full-time career education instructional position meets minimum requirements for employment and shall maintain records of such information in the candidate's official personnel file.

To be eligible for appointment to a full-time instructional position in a non-degreed career education program in the Nassau County School District, the applicant must meet the following requirements:

- (a) Age: Meet the age requirement which has been established for other full-time instructional personnel.
- (b) Health: Meet the health requirements which have been established for other full-time instructional personnel
- (c) File an affidavit as required by Section 1012.56, Florida Statutes.
- (d) Fingerprinting: Submit fingerprints in the same manner as required by Section 1012.32 (2) (a) Florida Statutes.
- (e) Occupational Expertise: 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 and establishes the minimum competency in the area of assignment based on the following criteria:
  - 1. Occupational expertise shall be established in the area of assignment by holding the appropriate industry certification(s) or license(s) as required by Florida Statute 1003.493 (4) (b) AND one of the plans specified below:
    - a. Plan One: At least six (6) years of full-time occupational experience or the equivalent in part-time experience in the teaching specialization area; **or**

- b. Plan Two: A minimum of two (2) years of full-time occupational experience or the equivalent in part-time experience in the teaching specialization area in combination with one of the options listed below.
- [1] A bachelor's or higher degree. The degree must have been completed at an accredited institution as specified in Rule 6A-4.003, FAC, with an undergraduate or graduate degree major related to the instructional assignment; **or**
  - [2] Thirty six (36) semester hours of college credit. The college credit must have been earned at an accredited institution as specified in Rule 6A-4.003, FAC, in skills or theory courses related to the instructional assignment; **or**
  - [3] Successful completion of a program of training. The training program must be specific to the area of assignment and completed at a postsecondary career or technical institution approved by the State Board for Career Education in the state where the institution is located; **or**
  - [4] A valid certificate, registration, or license which was issued by a recognized state or national credentialing agency in an area specific to the area of assignment; **or**
  - [5] A certificate of completion of an apprenticeship as established by the United States Department of Labor, the Florida Department of Labor, or any state apprenticeship department which is specific to the area of assignment; **or**
  - [6] Thirty (30) semester hours of college credit. The college credit must have been earned by occupational competency tests (NOCTI tests) in the area of assignment at an institution which is approved by the State Board for Career Education in the state where the institution is located; **or**
- c. Plan Three: A signed written verification of the candidate's occupational competency as determined by a committee consisting of the Director of Adult, Career & Technical Education and at least two advisory board members or business leaders. At least one of the required advisory board members/business leaders must be employed in an area related to the specific career and technical teaching assignment. The verification shall include a listing of all members of the committee and verify that the candidate was endorsed by a majority of the committee. The candidate must also hold a professional teaching certificate in another subject area and have three (3) years of successful teaching experience to qualify for this option.

**2. Other Requirements:**

- a. Occupational experience shall be gained as a wage earner after age sixteen (16);
- b. The occupational experience shall be verified by former employers. For self-employment, experience in a family-owned business, or experience at a firm no longer in business, the experience shall be verified by an individual knowledgeable of the applicant's service. Employment verification shall not be accepted from the applicant or family members. The verification shall be provided on business stationery or a notarized affidavit(s) and must specify the dates of employment, job title(s), and full-time or part-time employment status. When employment was part-time, the number of hours worked per week must be included;
- c. When occupation credentialing is required for program approval, or for students to obtain an appropriate level of employment, or for the district to be eligible to receive weighted funding as provided by the Career and Professional Education (CAPE) Act, the applicant shall be required to present the appropriate valid certificate, registration, or license. The Director of Adult, Career and Technical Education will determine if such a credential is required for the instructional assignment. If the required credential is not valid or current, the district issued certificate shall be voided by the Superintendent;
- d. Recency of experience or training shall be required in the occupational field of the teaching assignment as follows:
  - [1] At least six (6) weeks of occupational experience gained within the two (2) year period immediately preceding the date of application for employment; **or**
  - [2] At least three (3) semester hours of college credit earned within the five (5) year period immediately preceding the date of application for employment. The college credit shall be earned at an accredited institution as specified in Rule 6A-4.003, FAC., and shall be completed in skills or theory courses related to the area of assignment; **or**
  - [3] Completion of a career training program as described in subparagraphs (1) (d) 1.b. [3] and (1) (d) 1. c. [3] above, or completion of an apprenticeship program as described in subparagraphs (1) (d) 1.b. [5] and (1) (d) 1. c. [5] above within the five (5) year period immediately preceding the date of application for employment; **or**
  - [4] One (1) year of successful teaching experience in the program area of assignment during the five (5) year period immediately preceding the date of application for employment.
- e. Demonstration of Mastery of General Knowledge as required by Section 1012.56, Florida Statutes and successful completion of the Professional Education Competency Examination.

(2) **Application Procedures:** The application procedures for non-degreed full-time career education teachers shall be the same as the procedures for other full-time instructional personnel in accordance with School Board policy. An application for a Florida teaching certificate shall not be required, but an application for a district-issued certificate covering the occupational specialization area employed in shall be required. The processing fee shall be the same as the fee paid by other instructional personnel. The latter does not apply to current teachers who already hold a State issued certificate and who are obtaining the District issued certificate upon the request of the Director of Adult, Career, and Technical Education.

(3) **Employment Vacancies and Selection Procedures:** Employment opportunities and selection procedures shall be the same as those for other full-time instructional personnel in accordance with School Board policy.

(4) **Terms of Initial Employment and Continued Employment:**

(a) **Initial Employment:** Contracts shall be issued to non-degreed, full-time career education instructional personnel for the first year of employment in accordance with School Board policy for first-year certificated instructional personnel.

(b) **Continued Employment:**

1. Contracts shall be issued to non-degreed full-time career education instructional personnel in the second and subsequent years of employment in accordance with School Board policy.

2. Professional service contracts shall be issued to non-degreed full-time career education instructional personnel, hired on or before July 1, 2011, who have for three (3) years demonstrated successful instructional performance on an instructional performance evaluation system that has been approved for use by the State Department of Education, in accordance with School Board policy.

Annual contracts shall be issued to non-degreed full-time career education personnel, hired after July 1, 2011, in accordance with School Board policy

Additionally, the requirements for professional education training must be met. This training may be completed through coursework from an accredited institution (Option a) or through an approved district teacher education program (Option b) as shown below and as specified in Statute 1012.39 (1) (c) (2) (d).

a. Twelve (12) semester hours of college credit as specified below.

[1] Teaching Methods - Three (3) semester hours in general methods of teaching career education.

[2] Course Construction - Three (3) semester hours in methods of teaching agriculture, business, health occupations, industrial, marketing, or public service education. The methods course shall be specific to the area of the teaching assignment to include course construction, lesson planning, and management and safety procedures for the career classroom and laboratory.

- [3] Lesson Planning and Evaluation - Three semester hours in lesson planning and in the use of appropriate evaluation instruments at the classroom level for career education students.
- [4] Teaching Special Needs Students - Three semester hours in career education designed for the special needs student.

Note: District certified career education teachers who are degreed and hold a State of Florida Professional Teaching Certificate in another subject area may be exempt from taking these courses.

b. Three years of successful teaching in the area for which occupational expertise was established and completion of the district career education teacher program which is approved by the Department of Education as part of the District Master Inservice Plan. The program must include the components specified below and a minimum of 240 in-service points which are equivalent to twelve (12) semester hours.

[1] A principles and philosophy of career education component which provides instruction in the following competency areas:

- [a] The philosophy of career education which includes its history and significant legislation.
- [b] The organization and operation of career student organizations.
- [c] The organization and maintenance of program advisory committees.
- [d] Employment opportunities or further educational opportunities for students.
- [e] Trends and issues in career education.
- [f] The role of career education in economic development.
- [g] Development of a plan for continuous professional development.

[2] A general methods component which includes testing and evaluation and provides instruction in the following competency areas:

- [a] Teaching techniques which include introducing and summarizing a lesson, demonstrating occupational skills, teaching concepts and principles, using oral questioning techniques, using the cooperative education method in providing instruction, and directing student laboratory experiences.

- [b] Using audio-visual materials and equipment in classroom instruction.
  - [c] Classroom management.
  - [d] Reinforcing basic skills which link academic and career skills.
  - [e] Techniques of program articulation between secondary and postsecondary career programs.
  - [f] Promoting student critical thinking and problem solving skills.
  - [g] Testing and evaluation to assess student knowledge, skills, and attitudes.
- [3] A course construction and lesson planning component that is specific to the area of assignment and provides instruction in the following competency areas:
- [a] Development of lesson plans based on program standards, curriculum frameworks and student performance standards, employer occupational requirements, student needs, student abilities, and student interests.
  - [b] Selection and preparation of instructional materials.
  - [c] Organization of a competency-based education program which includes selection and use of instructional materials in competency-based instruction with the involvement of program advisory committees.
  - [d] Organization of the career classroom and laboratory which includes provisions for a competency-based education program.
  - [e] Management of the laboratory which provides a viable learning environment.
  - [f] Knowledge of laws and regulations governing the safety of the laboratory environment.
  - [g] Classroom and laboratory safety in accordance with current laws and regulations.
- [4] A component designed for providing career education instruction to special needs students. The component shall provide instruction in the following competency areas:
- [a] Identification of students with special needs.



- [b] Development of an instructional program and techniques for teaching special needs students.
- [c] Counseling and guidance of students with special needs.

3. Professional service contracts shall be retained in accordance with School Board policy for other full-time instructional personnel and completion of the following certification requirements: a minimum of six (6) semester hours of college credit or 120 inservice points or a combination thereof during the first five (5) years after the professional service contract is issued and during every five (5) year period thereafter. Sixty inservice points approved in the district Master Inservice Plan shall be considered equivalent to three (3) semester hours of college credit. Annual contracts shall be retained by meeting the same certification requirements as described above.

**(5) Salary and Benefits:**

**(a) Salary:** Non-degreed, full-time career education teachers shall be eligible for the same salary and salary increases as certificated teachers with corresponding contractual status, years of service, and levels of training. Levels of training for non-degreed, full-time career education teachers shall be comparable to levels of training for certificated instructional personnel for purposes of the salary schedule as described below:

1. Occupational expertise which establishes eligibility for employment shall be considered equivalent to a bachelor's degree level of training for the purposes of the salary schedule.
2. Occupational expertise which establishes eligibility for employment in combination with thirty-six (36) semester hours completed through a planned advanced career program after professional education requirements have been completed for the professional service contract shall be considered equivalent to a master's degree level of training for the purposes of the salary schedule. The advanced career program shall be completed at an accredited institution in a program designed for the applicant by an official at the institution and shall include a minimum of twelve (12) semester hours in professional career education courses and a minimum of twelve (12) semester hours in general education or non-career professional courses. The superintendent or his designee shall approve the advanced career program.

**(b) Benefits:** The non-degreed full-time career education teacher shall be a member of the bargaining unit and shall be afforded the same rights and protection of the laws as certificated teachers.

**(6) Terminations:**

**(a) Resignation:** Non-degreed full-time career education teachers shall adhere to the resignation policy established by the School Board for certificated instructional personnel.

**(b) Suspension/Dismissal:** A non-degreed full-time career education teacher may be suspended or dismissed pursuant to the provisions set forth by the School Board for other certificated teachers.

- (c) **Discontinuation of Positions:** A non-certificated, non-degreed full-time career education teacher shall be governed by School Board policy established for certificated instructional personnel if positions are discontinued. Should it be necessary for the Board to choose from among certificated and noncertificated teachers, the noncertificated teacher shall have the same rights and privileges as the certificated teacher.

<b>Job Title:</b>	<b>Non-degreed Part-time Career Education Instructional Personnel</b>
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The School Board defines non-degreed career education instructional personnel as those staff members whose qualifications are established on the basis of occupational expertise in areas of Career Education and who are assigned to teach only career education courses when the Course Code Directory specifies non-degreed career education instructors as appropriate.

The School Board authorizes the employment of noncertificated personnel to teach part-time in non-degreed career education programs to comply with Section 1012.36 and 1012.39, Florida Statutes. A position shall be considered part-time when the individual is employed to teach a specified number of periods, which may be less than a full school day or less than a full school year in accordance with Section 1012.36, Florida Statutes.

<b>Classification:</b>	<b>Instructional Personnel</b>
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**(1) Basic Qualifications:**

The district superintendent or designee shall insure that each candidate for employment in a non-degreed, part-time career education instructional position meets minimum requirements for employment and shall maintain records of such information in the candidate's official personnel file.

To be eligible for appointment to a part-time instructional position in a non-degreed career education program in the Nassau County School District, the applicant must meet the following requirements:

- (a) **Age:** Meet the age requirement which has been established for full-time instructional personnel.
- (b) **Health:** Meet the health requirements which have been established for other full-time instructional personnel.
- (c) **File an affidavit** as required by Section 1012.56, Florida Statutes.
- (d) **Fingerprinting:** Submit fingerprints in the same manner as required by Section 1012.32 (2) (a), Florida Statutes.
- (e) **Occupational Expertise:** 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 and establishes the minimum competency in the area of assignment based on the following criteria:
  - 1. Occupational expertise shall be established in the area of assignment by holding the appropriate industry certification(s) or license(s) as required by Florida Statute 1003.493 (4) (b) AND one of the plans specified below:

- a. Plan One: At least six (6) years of full-time occupational experience or the equivalent in part-time experience in the teaching specialization area; **or**
- b. Plan Two: A minimum of two (2) years of full-time occupational experience or the equivalent in part-time experience in the teaching specialization area in combination with one of the options listed below:
  - [1] A bachelor's or higher degree. The degree must have been completed at an accredited institution as specified in Rule 6A-4.003, FAC, with an undergraduate or graduate degree major related to the instructional assignment; **or**
  - [2] Thirty six (36) semester hours of college credit. The college credit must have been earned at an accredited institution as specified in Rule 6A-4.003, FAC, in skills or theory courses related to the instructional assignment; **or**
  - [3] Successful completion of a program of training. The training program must be specific to the area of assignment and completed at a postsecondary career or technical institution approved by the State Board for Career Education in the state where the institution is located; **or**
  - [4] A valid certificate, registration, or license which was issued by a recognized state or national credentialing agency in an area specific to the area of assignment; **or**
  - [5] A certificate of completion of an apprenticeship as established by the United States Department of Labor, the Florida Department of Labor, or any state apprenticeship department which is specific to the area of assignment; **or**
  - [6] Thirty (30) semester hours of college credit. The college credit must have been earned by occupational competency tests (NOCTI tests) in the area of assignment at an institution which is approved by the State Board for Career Education in the state where the institution is located; **or**
- c. Plan Three: A signed written verification of the candidate's occupational competency as determined by a committee consisting of the Director of Adult, Career & Technical Education and at least two advisory board members or business leaders. At least one of the required advisory board members/business leaders must be employed in an area related to the specific career and technical teaching assignment. The verification shall include a listing of all members of the committee and verify that the candidate was endorsed by a majority of the committee. The candidate must also hold a professional teaching certificate in another subject area and have three (3) years of successful teaching experience to qualify for this option.

**2. Other Requirements:**

- a. Occupational experience shall be gained as a wage earner after age sixteen (16);
- b. The occupational experience shall be verified by former employers. For self-employment, experience in a family-owned business, or experience at a firm no longer in business, the experience shall be verified by an individual knowledgeable of the applicant's service. Employment verification shall not be accepted from the applicant or family members. The verification shall be provided on business stationery or a notarized affidavit(s) and must specify the dates of employment, job titles(s), and full-time or part-time employment status. When employment was part-time, the number of hours worked per week must be included;
- c. When occupational credentialing is required for program approval, or for students to obtain an appropriate level of employment, or for the district to be eligible to receive weighted funding as provided by the Career and Professional Education (CAPE) Act, the applicant shall be required to present the appropriate valid certificate, registration, or license. The Director of Adult, Career and Technical Education will determine if such a credential is required for the instructional assignment. If the required credential is not valid or current, the district issued certificate shall be voided by the Superintendent.
- d. Recency of experience or training shall be required in the occupational field of the teaching assignment as follows:
  - [1] At least six (6) weeks of occupational experience gained within the two (2) year period immediately preceding the date of application for employment; **or**
  - [2] At least three (3) semester hours of college credit earned within the five (5) year period immediately preceding the date of application for employment. The college credit shall be earned at an accredited institution as specified in Rule 6A-4.003, FAC., and shall be completed in skills or theory courses related to the area of assignment; **or**
  - [3] Completion of a career training program as described in Subparagraph (1) 1.b. [3] above, or completion of an apprenticeship program as described in subparagraph (1) (d) 1.b. [5] above within the five (5) year period immediately preceding the date of application for employment; **or**
  - [4] One (1) year of successful teaching experience in the program area of assignment during the five (5) year period immediately preceding the date of application for employment.
- e. Demonstration of Mastery of General Knowledge as required by Section 1012.56, Florida Statutes and successful completion of the Professional Education Competency Examination.

- (2) **Application Procedures:** The application procedures for non-degreed part-time career education teachers shall be the same as the procedures for full-time instructional personnel in accordance with School Board policy. An application for a Florida teaching certificate shall not be required, but an application for a district-issued certificate covering the occupational specialization area employed in shall be required. The processing fee shall be the same as the fee paid by other instructional personnel. The latter does not apply to current teachers who already hold a State issued certificate and who are obtaining the District issued certificate upon the request of the Director of Adult, Career, and Technical Education.
- (3) **Employment Vacancies and Selection Procedures:** Employment opportunities and selection procedures shall be the same as those for full-time instructional personnel in accordance with School Board policy.
- (4) **Terms of Employment:** Non-degreed, part-time career education instructional personnel shall be employed according to School Board policy for the employment of non-degreed, full-time instructional personnel, except that they shall not be entitled to contractual status.
- (5) **Salary:** Non-degreed, part-time career education instructional personnel shall be eligible for the same salary established for certificated non-degreed part-time career education personnel in accordance with School Board policy. Levels of training for non-degreed part-time career education teachers shall be comparable to levels of training established in School Board policy for non-degreed, full-time career education instructional personnel.
- (6) **Terminations:**
- (a) **Resignations:** Non-degreed part-time career education teachers shall adhere to the resignation policy established by the School Board for certificated instructional personnel.
- (b) **Suspension/Dismissal:** A non-degreed part-time career education teacher may be suspended or dismissed pursuant to the provisions set forth by the School Board for other certificated teachers.
- (c) **Discontinuation of Positions:** A noncertificated, non-degreed part-time career education teacher shall be governed by School Board policy established for certificated part-time instructional personnel if positions are discontinued. Should it be necessary for the Board to choose from among certificated and noncertificated part-time teachers, the noncertificated teacher shall have the same rights and privileges as the certificated part-time teacher.

<b>Job Title:</b>	<b>Teacher of Adult Education</b>
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<b>Classification:</b>	<b>Instructional Personnel</b>
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- (1) **Full-time Instructional Personnel:** Instructional personnel who are employed to teach full-time in the adult education program shall hold a valid full-time Educator’s Certificate issued by the State Department of Education in the area of assignment and shall be governed by the same School Board policies as other full-time instructional personnel.
- (2) **Part-time Instructional Personnel:** Instructional personnel who are employed to teach part-time in the adult education program shall be employed as noncertificated instructional personnel in compliance with Section 1012.36 and 1012.39, Florida Statutes, and shall be governed by the criteria specified below:

The district superintendent or designee shall insure that each candidate for employment in a part-time instructional position in an adult education program meets minimum requirements for employment and shall maintain records of such information in the candidate’s personnel file.

To be eligible for appointment to a part-time instructional position in an adult education program in the Nassau County School District, the applicant must meet the following requirements:

**(a) Basic Qualifications:**

- 1. **Age:** Meet the age requirement which has been established for full-time instructional personnel.
- 2. **Health:** Meet the health requirements which have been established for full-time instructional personnel.
- 3. **Fingerprinting:** Submit fingerprints in the same manner as required by Section 1012.32 (2) (a), Florida Statutes.
- 4. **Educational Training:** Hold a bachelor’s or higher degree with an undergraduate or graduate degree major in the area of assignment or hold a bachelor’s or higher degree in another area and thirty (30) semester hours in courses related to the area of assignment. The degree or college credit must have been acquired at an accredited institution as specified in Rule 6-A4.003, FAC.

**(b) Application Procedures:** The application procedures for part-time teachers in the adult education program shall be the same as the procedures for full-time instructional personnel in accordance with School Board policy.

**(c) Employment Vacancies and Selection Procedures:** Employment opportunities and selection procedures shall be the same as those for full-time instructional personnel in accordance with School Board policy.

- (d) **Terms of Employment:** Part-time instructional personnel shall be employed according to School Board policy for the employment of full-time instructional personnel, except that they shall not be entitled to contractual status.
- (e) **Salary:** The salary for part-time instructional personnel shall be in accordance with the salary schedule adopted by the School Board.
- (f) **Terminations:**
1. **Resignations:** Part-time instructional personnel shall adhere to the resignation policy established by the School Board for full-time instructional personnel.
  2. **Suspension/Dismissal:** A part-time teacher in the adult education program may be suspended or dismissed pursuant to the provisions set forth by the School Board for other teachers.
  3. **Discontinuation of Positions:** A part-time teacher in the adult education program shall be governed by School Board policy established for certificated part-time instructional personnel.