

HIRING PROCEDURES

INSTRUCTIONAL:

A PERSON SHALL BE APPOINTED TO A TEACHING POSITION ONLY IF HE/SHE HOLDS OR IS ELIGIBLE FOR A VALID FLORIDA FULL-TIME STATE EDUCATOR'S CERTIFICATE OR A SCHOOL BOARD OF BROWARD COUNTY INSTRUCTIONAL CERTIFICATE. OTHER CONSIDERATIONS BEING EQUAL, PREFERENCE SHALL BE GIVEN TO TEACHERS HAVING ADVANCED TRAINING AND DEGREES IN THEIR FIELDS OF SUBJECT MATTER, AS WELL AS SUCCESSFUL CLASSROOM TEACHER EXPERIENCE.

NON-INSTRUCTIONAL:

A NONINSTRUCTIONAL APPLICANT SHALL NOT BE APPOINTED UNLESS HE/SHE MEETS THE REQUIREMENTS OF THE POSITION FOR WHICH HE/SHE IS APPLYING AND IS RECOMMENDED FOR EMPLOYMENT BY THE PRINCIPAL OR COUNTY LEVEL UNIT ADMINISTRATOR.

OTHER BOARD APPOINTMENTS OR VOLUNTEERS:

ALL OTHER ADULTS, SALARIED OR VOLUNTEER, ASSOCIATED WITH THE BOARD IN ANY OFFICIAL CAPACITY AND HAVING ACCESS TO THE FACILITIES OF THE BOARD (THIS SHALL INCLUDE INTERN TEACHERS, EXCHANGE TEACHERS, AND ALL SPECIAL PROJECT PERSONNEL INCLUDING ADMINISTRATORS), SHALL SUBMIT INFORMATION AS MAY BE REQUIRED.

CONTRACT AWARDS, PROFESSIONAL CONSULTANTS AND OUTSIDE VENDORS:

PERSONNEL NOT PREVIOUSLY MENTIONED BUT WHO PERFORM CONTRACTED SERVICES, INCLUDING BUT NOT LIMITED TO: CUSTODIAL WORK, LAWN MAINTENANCE, COMMERCIAL BUS DRIVERS, IN-HOUSE FIELD TRIP PROVIDERS, PROFESSIONAL CONSULTANTS AND OUTSIDE VENDORS, SALARIED OR VOLUNTEER, SHALL BE SUBJECT TO THE REQUIREMENTS OF THIS POLICY.

THE BOARD AUTHORIZES THE SUPERINTENDENT TO CREATE AND CARRY OUT ALL PROCEDURES NECESSARY TO IMPLEMENT THIS POLICY.

DEFINITIONS

For purposes of this policy, the following definitions shall apply:

1. Family Member - Spouse, father, mother, son, daughter, brother, sister, stepchildren, uncle, aunt, niece, nephew, cousin, and in-laws in the same degree.
2. Work Location - Any work organization under the direct supervision of a permanent employee of the School Board.

3. Direct Supervision - Recommending employment, authorizing or the ability to authorize payroll and/or participating in performance evaluation.
4. Vendor - Individual or Business entity that offers goods or services for sale to the District.
5. Professional Consultant - Individual or Business entity that gives professional advice or services regarding matters in their field, or the Business entity's special knowledge or training area for a negotiated fee.

RULES

Before the appointment of an employee to any position may become final, the pertinent items of information from the following list shall be on file with Human Resources.

1. The appropriate Personnel Application shall be filled out completely and accurately. A false statement knowingly made may be grounds for dismissal.
2. Each employee of the Broward County Public School System shall be required sign a loyalty oath (per State Statute); refusal to do so may constitute grounds for dismissal.
3. Appropriate Retirement Forms must be filled out completely.
4. Each employee must file his/her official copy of Social Security card with Human Resources in order for Employer's Withholding Act Exemption W4 Form to be prepared.
5. Forms covering Life and Health Insurance, to be paid by the Board, must be completed immediately. An employee desiring any of the additional insurances offered by the Board, but to be paid for by the individual involved, shall fill out optional forms and submit immediately.
6. Each employee of the Board shall permit the completion of an 1-9 form and submission of same to the Florida Department of Education (as required).
7. Each employee must meet the requirements for the position for which he/she is applying.
8. Employment of Relatives

In order to maintain an efficient and effective work force, the School Board permits the employment of related persons pursuant to the rules of this policy.

- a. No administrator/supervisor/principal shall knowingly recommend or engage in the hiring/promotion/assignment of an individual/employee to a work location if said action will create a situation where one employee will be responsible for the direct supervision of another employee who is a family member. The Superintendent has the authority to make exceptions to this policy where such personnel actions would cause undue hardship on students or seriously disrupt the school system's operations.
- b. Nothing in this policy shall prohibit the employment of family members in the same work location provided that neither is directly supervised by the other.

9. Instructional Certificated Personnel

- a. A person who holds a full-time Florida Educator's Certificate or a School Board of Broward County Instructional certificate appropriate for the position is eligible for employment in the school system of Broward County.
- b. A person who holds an initial full-time state temporary certificate is eligible for employment in the school system of Broward County. A person must comply with State required examinations.
- c. The required evidence of eligibility for a State or School Board of Broward County certification or other licensure or expertise must be on file in the designated Office at the time of hire. The cost of obtaining a School Board of Broward County Instructional Certificate shall be the responsibility of the employee at the rate to be determined by the Superintendent.

10. Vocational Technical and Adult Instructional Personnel, School Board of Broward County Certificated

Vocational, Technical and Adult instructional personnel certificated by the School Board of Broward County may be utilized by the schools when special services are needed to deliver appropriate instruction. All Vocational, Technical and Adult instructional personnel shall have on file in the designated office such information considered necessary by the Board to establish the credentials of the specialty of the individual, including but not limited to, School Board of Broward County Instructional Certificate, work experience verification records and additional records which establish specialty credentials of individuals (i.e., other licensure, certificate of completion, etc.).

11. Teachers With Special Expertise, School Board of Broward County Certificated

- a. For the greater benefit of the school system of Broward County, the Superintendent may recommend for employment persons in highly specialized or technical fields such as the arts, engineering, medicine, etc., or in areas of critical shortage as identified by the Superintendent or his/her designee. Individuals hired under this rule must hold at least a four-year degree and provide documentation that establishes their expertise. No individual may be employed under this provision without specific authorization of the Superintendent or his/her designee.
- b. Employment procedures for The School Board of Broward County certificated teachers with special expertise shall be the same as those followed by state certified instructional personnel except that they shall not be entitled to an instructional contract as prescribed as Florida State Board of Education Administrative Rule 6A-1.064 (1).
- c. Departments or principals in schools to which School Board of Broward County certificated teachers with special expertise are assigned, shall ensure that each employee understands all state and district rules, regulations and policies pertinent to working with students.

12. School Board of Broward County certificated school social workers must hold a Master's of Social Work (**M.S.W.**) degree from an accredited institution. School Board of Broward County certificated school psychologists must hold a current license as a School Psychologist or Psychologist issued by the Florida Department of Professional Regulation. School Board of Broward County certificated Audiologists shall hold a certificate of registration in Audiology. Family counselors must have a Master's degree in counseling and guidance, social work, psychology, or any other related field from an accredited institution. All School Board of Broward County certificated occupational and physical therapists and occupational and physical therapy assistants shall hold a license to practice in the State of Florida. Copies of appropriate credentials must be on file in Personnel Records.
13. Where certain types of special services are necessary, the services of professionally qualified personnel, including but not limited to, non-certificated instructional occupational, physical therapists, occupational, and physical therapy assistants and speech language pathologists may be contracted with outside agencies. The contract shall specify the relationship between the contracting agency and the Board according to Board approved requirements. All such contracts shall be approved by the Board. Individuals hired under this provision must complete the appropriate Board forms and shall permit recording of fingerprints, as prescribed by F.S. 1012.32 (2)(a).

AUTHORITY: F.S. 1001.41
POLICY ADOPTED: 4/20/04
REVISED: TBD