

CHAPTER 6.00 – HUMAN RESOURCES

NON-CERTIFICATED INSTRUCTIONAL PERSONNEL

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Persons who possess expert skill in or knowledge of a particular subject or talent but who do not hold a Florida teaching certificate constitutes an invaluable community resource for the education of the students in the District. Such persons may serve as non-paid volunteers or as a paid member of the instructional staff to render instructional service in the individual's field of specialty but shall not be required to hold a Florida teaching certificate. Policies concerning non-certificated instructional personnel shall be as follows:

(1) Employment Procedures

Procedures shall be the same as those followed for certificated personnel, except that non-certificated personnel shall not be entitled to a contract as prescribed by State Board of Education rules. The supervisor recommending the appointment must explain the circumstances that necessitate employing a non-certificated instructional person. A copy of such material shall be placed in the employee's personnel file.

(2) Personnel Records

The records of non-certificated personnel shall contain the same kinds of information that would be contained in the record of a regular member of the instructional staff. In lieu of a certificate and transcripts there shall be complete, detailed and certified documentation attesting to the individual's expertise in the area for which he or she is employed. The record shall also contain a statement of the specific instructional duties assigned and evaluations of performance of such duties.

(3) Salary

Non-certificated persons shall be paid according to the terms set forth in the salary schedule.

(4) Assignment, Suspension, and Dismissal

Non-certificated instructional personnel may not be assigned to any teaching duties other than those for which specifically employed. They shall remain employed only as long as the need exists. If at any time during the employment of a non-certificated instructional person there is an indication that he or she is not carrying out his or her duties as assigned, he or she shall be suspended from that duty immediately and

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further action, including dismissal, shall be recommended by the Superintendent.

(5) Assessment of Performance

The performance of each non-certificated person shall be assessed against his or her specifically assigned duties. The supervisor recommending the appointment of these personnel shall monitor performance and provide a written evaluation at least once each school term using the teacher evaluation form.

(6) Student Welfare

Each non-certificated instructional person shall, prior to assuming his or her duties, be instructed as to his or her responsibilities in regard to the health, safety, and welfare of students. If assigned duties require knowledge of rules, regulations or policies of a special nature, the written statement of duties assigned shall include the duty to be familiar with such material.

(7) Instructional Practices and Policies

Prior to assuming their duties all non-certificated instructional personnel shall be advised of the State, District, and school policies relevant to instructional responsibilities.

STATUTORY AUTHORITY: 1001.41, 1012.22, 1012.23, F.S.

LAWS IMPLEMENTED: 1001.43, 1012.42(2), 1012.55, F.S.

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