

CHAPTER 6.00 – HUMAN RESOURCES

CONTRACTS: INSTRUCTIONAL AND ADMINISTRATIVE PERSONNEL

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- I. Any person employed as a member of the instructional staff shall hold a valid Florida Educator Certificate or professional license, except as noted elsewhere in policy. Any person employed as an administrator shall meet those qualifications as enumerated in the Board-adopted job description. All instructional and administrative staff shall be entitled to and shall enter into a written contract with the School Board as provided by law. All contracts shall be on forms prescribed by the Commissioner of Education. Any member of the instructional or administrative staff who is willfully absent from duty without approved leave shall forfeit compensation for the time absent, and his or her contract shall be subject to cancellation by the Board.
 - A. Contracts with Instructional Staff
 1. Each member of the instructional staff shall receive a contract in accordance with the provisions of law. Any contract shall be in accordance with the duly adopted salary schedule(s) of the Board and shall be for a definite term of service. A true signed copy shall be retained by the Board in the office of the Assistant Superintendent for Human Resources.
 2. A probationary contract for one (1) school year shall be awarded upon initial employment in the District regardless of previous employment in the District, in another district or in another state.
 - B. Contracts with Administrative Staff

Each member of the administrative staff on initial employment shall be given a written contract. Renewal of the contract from year to year will be based on an annual review of the services rendered and renewed only when acceptable and satisfactory service has been rendered. The first ninety-seven (97) working days of the initial contract shall be a probationary period during which the employee may be dismissed without cause.
- II. A contract year for principals, other school site administrators and instructional personnel may not exceed ten (10) calendar months of service unless otherwise approved by the School Board.

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

LAW(S) IMPLEMENTED: 120.57, 1001.43, 1011.60, 1012.22,
1012.32, 1012.33, 1012.335, 1012.56, F.S.

STATE BOARD OF EDUCATION RULE(S): 6A-1.0502, 6A-1.064

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