

**WAKULLA COUNTY SCHOOL SYSTEM CERTIFICATION UNDERSTANDING
NEW HIRES AND/OR OUT-OF-FIELD TEACHERS**

_____ NAME OF TEACHER	_____ NAME OF SCHOOL
_____ TEACHING ASSIGNMENT	_____ MONTH OF HIRE
_____ TEMPORARY CERTIFICATE _____	_____ PROFESSIONAL CERTIFICATE _____

TEMPORARY CERTIFICATE –a copy of your SOE must be attached to this

_____ Date of expiration Subjects on Certificate _____

_____ A copy of my SOE has been provided to my principal or assistant principal and reviewed together

_____ Scheduled date to take GK _____

_____ Number of courses needed to meet requirements of professional certificate _____

_____ Date first course will be taken and expected completion date _____

_____ Other requirements need for professional certificate: _____

PROFESSIONAL CERTIFICATE

Date of expiration _____ Subjects on Certificate _____

OUT-OF-FIELD/HIGHLY QUALIFIED EXPECTATIONS AND AGREEMENT

Any teacher given an assignment to teach in an area that is not listed on his or her certificate is considered out-of-field and does not meet the high expectations set forth by the Wakulla County System and the Department of Education. However, it is understood that it is necessary at times to assign teachers to areas where a certified teacher is not available. Wakulla County Schools will support out-of-field teachers and help them develop a plan to be certified and highly qualified in the area being taught and/or reach the yearly requirements set forth by DOE and the Wakulla County School District. Please complete the following and use the agreed upon plan for meeting out-of-field requirements and/or becoming highly qualified. Remember, you **MUST** be highly qualified **AND** meet the yearly OOF requirements in order to be eligible for hire in **ANY** position at **ANY** school at **ANY** time after teaching OOF in Wakulla County.

I will do one of the following by the end of the first semester:

_____ Take at least one(1) of the two (2) required courses in the subject area in which I am teaching and out of field during the first semester of school (both courses must be completed by the last day of school) **OR**

_____ Take the subject area exam in which I am teaching and out of field by the end of the first semester **OR**

_____ Provide evidence that I have a minor in the subject area in which I am teaching out of field as is reflected on the attached official college transcript **OR**

_____ Provide evidence that I have 15 hours in the subject area in which I am teaching as is reflected on the attached official college transcript.

By signing below, I understand that if I do not meet the obligations I have agreed to as stated on this form, my teaching position may be advertised after the close of the school year.

EMPLOYEE'S SIGNATURE

DATE

PRINCIPAL'S SIGNATURE

DATE

- **NOT SATISFYING THE REQUIREMENTS LISTED ABOVE BY THE LAST DAY OF SCHOOL MAY RESULT IN BEING UNABLE TO REAPPOINT YOU FOR THE FOLLOWING SCHOOL YEAR**
- **ALL NEW HIRES ARE REQUIRED TO ATTEND THE NEW TEACHER BOOT CAMP, ATTEND THE NEW TEACHER PROGRAM OFFERED AND COMPLETE THE NEW TEACHER-MENTOR ASSIGNMENTS BY THE END OF SCHOOL.**
- **A copy of your certificate must accompany this form**