

The Superintendent is hereby authorized to select and recommend non-certificated instructional personnel who may be utilized by the District pursuant to State Board of Education Rule 6A-1.0502 when special services are needed to deliver appropriate instruction. For the purpose of this School Board Policy, non-certificated instructional personnel does not include non-degreed career and technical education teachers who are required to satisfy requirements in the School Board Policy 6.170*.

Persons who possess expert skill in or knowledge of a particular subject or talent but who do not hold a Florida teaching certificate, constitute an invaluable community resource for the education of the students in the District. Such persons may serve as nonpaid 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 noncertificated instructional personnel shall be as follows:

I. Employment Procedures

Procedures shall be the same as those followed for certificated personnel, except that noncertificated 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 noncertificated instructional person. A copy of such material shall be placed in the employee's personnel file.

A. Application and hiring requirements shall be identical to those for certificated instructional personnel.

B. Employment procedures shall be the same as those for certificated instructional personnel except for:

1. Documentation of a Florida Educator's Certificate or equivalent certificate; and,
2. Issuance of an annual, continuing, or professional service contract as prescribed in Section 1012.33, Florida Statutes, and State Board of Education Rule 6A-1.064(1). This provision does not apply to occupational therapists, physical therapists, audiologists, or speech pathologists.

II. Expert Skill and Knowledge

The individual's expert skill or knowledge of a particular subject or talent shall be established by the School Board upon the Superintendent's recommendation. The individual's personnel record shall include detailed and verified documentation attesting to the individual's expertise in the area of employment.

The Superintendent may require completion of a minimum number of college credits or in-service education points as a condition for reemployment.

III. Personnel Records

The records of noncertificated 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/she is employed. The record shall also contain a statement of the specific instructional duties assigned to be performed and evaluations of performance of such duties.

IV. Salary and Benefits

The salary and benefits of non-certificated instructional personnel shall be pursuant to the salary schedule adopted by the School Board.

V. Assignment, Suspension, and Dismissal

Noncertificated 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. At any time during the employment of a noncertificated instructional person there is an indication that he/she is not carrying out his/her duties as assigned, he/she shall be suspended from that duty immediately and further action, including dismissal, shall be recommended by the Superintendent.

VI. Assessment of Performance

The performance of each noncertificated person shall be assessed against his/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.

VII. Student Welfare

Each noncertificated instructional person shall, prior to assuming his/her duties, be instructed as to his/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.

VIII Instructional Practices and Policies

Prior to assuming their duties all noncertificated instructional personnel shall be advised of the state, District, and school policies relevant to instructional responsibilities.

- IX Occupational therapists, physical therapists, audiologists, and speech pathologists shall file with the District Certification Office a copy of the appropriate valid license as prescribed in State Board of Education Rule 6A-1.0502. It shall be the responsibility of each occupational therapist, physical therapist, audiologist, and speech pathologist to keep his/her license or registration current and to provide the District Certification Office with a copy of the valid license or registration when renewed.

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

LAW(S) IMPLEMENTED: 1001.43, 1012.32, 1012.36, 1012.39, F.S.

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

HISTORY: ADOPTED: _____
REVISION DATE(S): 5/12/2025
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